

St Francis Church, Rochester

Job Title: Parish Administrator (part-time)

Reporting To: The Parochial Church Council of St Francis, Strood

Line Manager: Priest-In-Charge

Place of Work: Parish Office, St Francis Church, Galahad Ave, Rochester ME22YS.

Purpose: The Parish Administrator is employed:

- To support the parish leadership in routine administrative tasks as required.
- To improve and maintain good communication within the church.
- To provide a professional service to church members and the public.

Reporting responsibilities:

- The Parish Administrator is employed by the Parochial Church Council (PCC) and is responsible to the Priest-In-Charge as line manager for the purposes of agreeing conditions of service, accountabilities, appraisals and dealing with grievances and disciplinary matters, as outlined in the Staff Handbook.

General:

- Be the first point of contact for general enquiries by email, phone and in person and be the 'go to person' in the Parish Office, the hub of church activities.
- To oversee the administration of the Parish Office, working collaboratively with church leadership.
- Prepare and send weekly Mailchimp Newsletter email, update the website and contribute to our online social media presence. As well as prepare general church posters, banners & leaflets to promote church activities. All in collaboration with various parish leadership.
- To assist in organisational procedures that will further the achievement of parish objectives.
- Work with the church operations team to ensure the good order of the church (caretaker, vergers, cleaner)
- Other responsibilities include: filing, requisitions, database management etc.
- The Parish Administrator is required to work in accordance with all legal requirements, and in particular Health and Safety and Safeguarding guidelines must be observed by themselves at all times.

To manage the Parish Office:

- To provide secretarial services to the Priest-In-Charge, Lay Ministers, and the parish. This work will be kept under review with the Priest-In-Charge and churchwardens.
- Respond to pastoral enquires sensitively with enquires referred as appropriate to members of the Ministry Team.
- Maintain Parish Office and church supplies through purchasing, responsible for all office equipment, contracts, subscriptions, and Diocesan and licensing returns in relation to parish operations.
- To administer enquires for bookings and lettings for the church and hall complex using the iKnow booking system. Invoicing and monitoring facility hiring payments and ensuring they are received. Holding details of all leases and contracts. Ensuring the iKnow events diary is regularly updated.
- To provide administration support to the strategic development fund (SDF) project and team as required
- To prepare with the help of the PCC secretary the Annual Trustees Report and paperwork for the APCM.
- Keep a spreadsheet of key holders and update as necessary.
- To manage the iKnow church admin system with particular responsibility for the administrative processes around Life Events (funerals, baptisms, weddings), including the writing up of registers and banns certificates and following up LED pastoral connections.
- To record office receipts and expenses, in the Petty Cash Book, including completing the appropriate forms and vouchers. Keeping a spreadsheet of key holders and update as necessary.
- To ensure provisions for GDPR are observed, with appropriate confidentiality and security of all information received and held in the office.
- To maintain a central diary of parish activities and advise of event clashes so that they can be resolved amicably.
- Other duties as required.

Person Specification:

1. Knowledge

- **Essential**
 1. Knowledge of Microsoft Excel, Microsoft Word, PowerPoint, E-mail and internet use.
 2. A sympathetic understanding to working in a Christian faith setting.
- **Desirable**
 1. To be familiar with the routines of a parish church.
 2. Produce media such as posters and social media content.
 3. iKnow and other online platform such as Cognito Forms

2. Skills

- **Essential**
 1. Excellent interpersonal and communication skills.
 2. Ability to be self-motivated and to work within a team.
 3. Good organisational skills.
 4. Ability to understand and deal with people sensitively and in confidence.
 5. Computer-literate.
 6. Good, accurate and legible handwriting skills.
- **Desirable**
 1. Ability to work with site-users and other organisations.
 2. The ability to co-ordinate and have over-sight for the work of volunteers.

3. Experience

- **Essential**
 1. Previous related experience.
 2. Working with a team.
 3. Record keeping.
- **Desirable**
 1. Similar administration and secretarial work experience.
 2. Has worked with, or as, a volunteer.
 3. Ability to co-ordinate the work of others.

COMMITMENT TO SAFEGUARDING:

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with St Francis Safeguarding Officer – Antonietta Ogundimu safeguarding@stfrancisstrood.org For more info: <https://stfrancisstrood.org/safeguarding/>

'St Francis Church is committed to Safeguarding, therefore the successful candidate must undergo an enhanced DBS check'.