

PARISH OF WALTHAMSTOW

Higher | Wider | Deeper | Further

PARISH OFFICE ADMINISTRATOR

Job Description

The Parish Office Administrator is the principal administrator within the parish. The role is currently based with St Mary's church and the Team Rector, but fulfils many functions across the parish and with the wider staff team. The location of the office may be subject to future review, dependent on building works.

The post is for 15 hrs per week

Administrative Operations and Support (30%)

Key administrative activities will include:

- ... General administrative duties include running the parish office through routine activities such as answering phones, responding to email, distributing post, interacting with church staff and congregants, ordering supplies, managing photocopier etc.
- ... Administer the church diary, arranging appointments, booking rooms, and setting up meetings when requested
- ... Administer and keep up to date the parish database
- ... Deal with statutory documents, including statistical returns, attendance, marriage, baptism and funeral registers & certificates ensuring that church records are kept up to date.
- ... Administrator for admin/operations team meetings (agendas and minutes),.
- ... Ensure all policies relating to the management of the church are filed electronically, liaising with the appropriate officer/committee, and assist Rector/POD with PAGM administration
- ... CCLI registering
- ... Assisting POD with administration of lettings, including bookings and invoicing, and any administration associated with minor maintenance or equipment checks (fire alarms etc.)

Volunteer Administration (30%)

Key activities will include:

- ... Occasionally using Planning Centre to notify volunteers scheduled to support the Sunday Services, specifically readers, intercessors, and host (coffee, greeters, ushers etc.).
- ... Co-ordinate administration of volunteers teams for any other events that are deemed the responsibility of the Parish/church

Communications (30%)

Key activities will include:

- ... Duties will also include communicating with POW staff and congregants on a routine basis.

Financial Administration (10%)

Financial Administration key duties will include:

- ... Managing staff/volunteer reimbursements
- ... She/he will serve as the liaison for bookkeeping software

Qualifications/Skills include:

- Two years' experience in office administration
- Strong computer skills
 - Microsoft Office
 - Quickbooks (or other bookkeeping software)
- Strong interpersonal skills
- Strong organisational skills
- Communications skills
- Strong writing skills

Management and Support Structure.

The Administrator will be employed by and accountable to the Parochial Church Council of Walthamstow Team Ministry (Church of England).

Line management responsibility is to the Parish Operations Director.

Terms and Conditions

These to be read in conjunction with the contract of employment and Parish of Walthamstow Staff Handbook.

Place of Work – The Administrator will normally work from the Parish Office.

Equipment and Resources –The Parish will provide a computer and printer, e-mail facilities (office and web based), and full photocopier, stationary and

other equipment for duties of office. Expenses will be fully reimbursed at parish rates.

Working Hours – 15 hours per week. Whilst some flexibility may be negotiated, it is expected that the hours per week will normally include core hours of 0900-1300 Tuesday-Thursday or Monday, Wednesday and Friday. Additional hours may be possible by negotiation and prior authorisation from the Director of Operations. The parish is committed to being a good employer with sustainable and life-giving work patterns and time off in lieu may be arranged with the Director of Operations.

Compensation and Benefits – The remuneration package for the contract is set at £11 per hour, pro-rata of annual salary of £21,450 to £8,580. No Housing provision is offered with this post. Salary will be paid monthly in arrears. Sickness will be paid at statutory rates.

Pro rata holiday allowance to 84 hours per year plus Bank Holidays

The Parish will undertake to pay all reasonable expenses of office.

Contract – Permanent, subject to 6 months-probation if a new employee is appointed.

The post will be subject to annual review process and termination by 1 months-notice by either party.

This post is subject to satisfactory enhanced DBS disclosure.

PERSON SPECIFICATION

	Essential	Desirable	Assessed by Application (A) or Interview (I)
Personal Qualities			
A practising Christian who is comfortable working in a ministry environment. <i>[This is considered a Genuine Occupational Requirement of the post under the terms of The Employment Equality (Religion or Belief) Regulations 2003]</i>	√		A + I
A clear enjoyment of enabling and serving other people.		√	A
The ability to self-motivate and responsibly manage work load		√	A

A commitment to continual personal and professional development		√	A
In enthusiastic agreement with the Ethos Statement, Purpose, Values and Vision of the Parish of Walthamstow	√		A + I
A flexible attitude		√	I
Personally and professional reliable	√		I
Someone who thrives on completing and finishing administrative tasks in a timely and efficient manner	√		I
Professional experience and Skills			
Hold a recognised qualification or relevant training or experience in administrative work.	√		A + I
Good personal communication skills in particular via telephone and email	√		A + I
Ability to deliver to deadlines	√		I
A good level of competence with the following: MS office (Word, Excel, PowerPoint & Publisher), Gmail and Google Calendars & Intranet (Google Sites)	√		A
Good basic literacy in written English	√		A + I
Confidence in working alone for significant periods	√		I
Working relationships and attitudes			
Experience in working positively within team environments		√	A
Evidence and experience as a committed team player	√		A + I
Sensitive to the needs of other staff and volunteers		√	I
Other qualifications and skills			
Evidence of competence in using MS Office (Word, Excel PowerPoint and Publisher are needed for this role). Comfortable with online systems (gmail, documents, intranet etc.)	√		A + I