

Bishop Auckland Parish Church

Job Description for Parish Administrator

Post title: Parish Administrator

Employer: The Parish of Bishop Auckland PCC (Parochial Church Council)

Line manager: The Vicar (Reverend Matt Keddilty)

Hours: 20 hours per week (To include: Mon-Fri, 9:30-12:30; occasional evenings and weekends required)

Salary: FTE (35hrs) £19,838pa. plus pension.

Work base: St Anne's Church Office, Bishop Auckland, DL14 7NP

Last reviewed: 30th June 2023

Purpose of appointment

The Parish of Bishop Auckland, comprising the churches of St Andrew's and St Anne's, seeks to be a missional, worshiping, disciple-making presence in Bishop Auckland.

Using their Spirit-given gifts (1 Corinthians 12:28; Romans 12:8) of administration, the post-holder will facilitate and enhance the ongoing administrative operations of the church, in close co-operation with the Vicar, and will be expected to be a key interface between the church and the wider community by providing a welcoming single point of contact on the phone or in the office.

Main responsibilities

General Administration

- First point of contact for routine enquiries regarding the church (by phone, electronically and in person/office)
- Manage and distribute the Church diary
- Attend weekly staff meetings
- Maintain the physical & electronic records for the parish, including the completion of parish returns
- Production and maintenance of other publications & noticeboards, to include orders of service and seasonal material.
- Monitor & maintain levels of office and sanctuary supplies, including placing orders

Christenings, Weddings and Funerals

- Coordinate all applications, bookings, registers, materials and paperwork for Baptisms, Weddings & Funerals

PCC Secretary

- Co-ordinate the production and distribution of papers and information to PCC members
- Attend meeting to produce and distribute minutes
- Prepare reports and coordinate notices and information for the AMP & APCM
- Complete returns for Charity Commission and Diocese

Finance

- Support the Treasurer in their responsibilities, including:
 - Weekly banking
 - Production and submission of monthly and annual returns

- Assist with the review and development of contracts

Buildings & Equipment

- Support the Churchwardens in their responsibilities, including:
 - Assist with the bookings of the Parish estate
 - Organize and record routine maintenance and inspections
 - Support the management of H&S

Safeguarding

- Support the Parish Safeguarding Officer (PSO) in their responsibilities, including:
 - Maintaining good records
 - Facilitating completion of DBS & Training requirements for the parish
 - Personally maintaining and promoting good Safeguarding

Other

- Attend and participate in staff prayers

The above job description is not exhaustive and the post-holder should expect to carry out further reasonable duties as required by the Vicar.

Person Specification (Parish Administrator)

This position requires a high degree of professionalism and the ability to work in a busy and variable environment, where multi-tasking, sound decision making, a proactive approach, and discretion are essential. Equally the post-holder will need confident and proven organizational, financial, communication and interpersonal skills, with the ability to work well with others in a team environment.

The experience, knowledge, skills and attributes necessary to undertake the advertised role are set out below.

		Essential	Desirable
Qualifications	A degree or diploma		√
Experience	Experience of working in a similar role		√
	Experience of church ministry/mission	√	
	Experience of premises management		√
	General accounting experience		√
	Experience of accounting software	√	
	Experience of maintaining websites		√
	Use of social media for professional purposes		√
Knowledge	Knowledge of church worship/ministry	√	
	Knowledge of the Church of England – worship, ministry, structures		√
	Understanding of Safeguarding policies and procedures		√
Skills and competencies	Excellent interpersonal communication skills – written and oral	√	
	Excellent organisational skills	√	
	Strong attention to detail	√	
	General office and clerical skills	√	
	Working knowledge of MS Office	√	
	Strong planning skills and the ability to work autonomously and manage workload	√	
Personal Qualities	Ability to work positively with people of different professional, cultural and social backgrounds	√	
	Ability to participate in staff prayers	√	
	Ability to function as part of a team	√	
	Ability to make decisions and take initiative	√	
	Ability to maintain confidentiality, sensitivity and compassion	√	
	Careful listener	√	
	Ability to work flexibly	√	

There is a Genuine Occupational Requirement for the post-holder to have an active Christian faith.

It is desirable that the post-holder will be a communicant member of Bishop Auckland Parish.

The post-holder will be required to obtain an Enhanced DBS check.