



Parish Administrator

We are recruiting for this newly created position, working for St Paul's Church in Grove Park.

This role is for 6 hours per week, spread over 2 days, but with good flexibility over Monday to Friday, and within the hours of 9.00am - 3.00pm.

£15.00/hr. Good communication, organisation, IT skills and reliability are essential. Please see our website www.stpaulsgrovepark.com for more details and the full Job Specification.

To apply, please send a CV and a covering letter which shows how you meet the skills and experiences described in the Job Description and Person Specification. Enquiries and applications to Rev'd Caroline Halmshaw: vicar@stpaulsgrovepark.com

Please consider applying if you have the right skills.

We are a friendly place to be, very much a part of the local community and would love you to join our hardworking team!

Closing date for applications: Monday 27th November, the interviews will take place on Monday 11th December with a starting date of the beginning of January 2024.



St. Paul's Church, Grove Park

October 2023

Parish Administrator Job Description

Background

This is a new role and a great opportunity for someone who has the vision and energy to set up and deliver a wide range of administrative systems and tasks in support of the life of St Paul's Church. Alongside this we are aiming to expand our communication work, so that the services and activities we run are more widely known and supported.

St. Paul's is a warm and open-hearted west London church within a stone's throw of the River Thames. We are known as a friendly church where Christians of all backgrounds are welcome, as are those searching for God or indeed, simply curious.

Job Purpose

To support the Vicar, Church Wardens and PCC with the administration of the Parish by handling routine weekly, monthly and annual tasks; managing bookings and calendars; welcoming visitors in person or via phone or online and coordinating communications within the church and with external agencies.

Administration:

Set up and maintain databases as agreed

Manage bookings for church and Isis Room, maintaining and updating an annual calendar

Manage the routine maintenance bookings for the boiler and heating equipment, electrical equipment, fire extinguishers etc, and ensure that the PCC understands and complies with all regulations, including fire safety.

Manage insurance renewals and any claims

Collate and submit annual statistics to the Diocese as required

Support and circulate papers/reports required for PCC meetings on the occasions when the PCC Secretary is unable to do this

Work with Vicar and Church Wardens on a rota for opening and locking the church

Maintain a record of key holders and support access to keys when appropriate

Church Services

Prepare a pew sheet for each Sunday Service

Co-ordinate the administration for Weddings, Wedding Banns, Baptisms and Funerals.

Prepare the monthly rota for the 10 am service

Community Engagement and Fundraising

Promote and increase use of the Isis Room and Church and monitor income received

Support the preparation and distribution on our online Newsletter and explore and deliver ways in which we can expand our communication work

Support the role of social media in our local communication and fund raising

Legal/Regulatory

Maintain filing system for parish financial, legal and administrative documentation
Ensure we are copyright compliant and have the required licenses for printing and using hymns and music

Initiate and ensure Risk Assessments are in place for all Church activities

Maintain all records in accordance with GDPR requirements and administer any GDPR procedures

Support Safeguarding Officer to ensure all Officers and PCC members are compliant with up-to-date training and procedures

Maintain Charity Commission records

With the Vicar ensure Quinquennial inspections are undertaken, reports received and when appropriate, support Church Wardens and Vicar, to take recommended actions.

Finance

Process invoices and payments for church and hall - this includes receipt of cash for banns of marriage certificates, baptisms, weddings and funerals.

Assist with invoicing

Support our planned giving scheme

Other

Respond to requests for support from Vicar and Church Wardens as needed

Attend Church Officers meetings as required

Terms and Conditions

- Employed by St Paul's Grove Park PCC, reporting to the Vicar
- Hours of work - 6 hours a week, spread over 2 days a week
- Paid holiday (6 weeks a year) plus public holidays
- Salary: £15 per hour
- Blended working - mainly on church premises but occasional option for at home

Person Specification

Skills

IT skills and experience in Data base management, Microsoft programmes, social media

Interpersonal and communication skills face to face, on the phone and online

Administration skills around diary management, bookings, invoicing and renewals

Preparing online Newsletters, paper based service/pew sheets

Understanding the need for compliance with legal/regulatory reporting and training requirements are critical

Flexibility

Experience:

Essential

Administration experience, possibly in a small operation, where self-starting and putting in place systems and establishing a working structure was part of the role. Working where attention to detail, reporting and preparation of routine reports is important

Time management skills, including good communication with the wider team for agreeing work priorities

Useful

Managing routine visits for a range of utility suppliers, including heating maintenance, fire prevention, cleaning and ordering of supplies (stationery, candles, toilet supplies) etc.

Interest in the Church of England and possible previous experience of working in a Parish

Other

DBS will be required

Safeguarding training will be given