



ADMINISTRATOR – PARISH ADMIN TEAM

Job Description

Post: Administrator in the Parish Admin Team for Ashford Town Parish

Employer: Ashford Town Parish Parochial Church Council

Main place of work: Parish Office, Ashford Parish Church Hall, Church Yard, Ashford, Kent, TN23 1QG

Responsible to: Team Rector

Summary

Administrators work together as a team to provide professional administrative support for key areas of church life.

Key relationships

Other members of the Parish Admin Team; the Team Rector; members of the Parish Leadership Team, which includes licensed clergy and lay workers, the Churchwardens, and the Treasurer; Assistant Churchwardens; other volunteers who contribute to areas of activity supported by the Parish Admin Team.

Framework

Administrators serve the work of the parish, and therefore need to have a good understanding of church life generally and specifically of the Church of England, including its purpose, structures and culture.

They will often be the first point of contact with people from both inside and outside our churches. It is important that they respect our aims and objectives as a parish in the Church of England.

The nature of their work means that administrators will become aware of a range of issues relating to the work of the church, including some of a sensitive or personal nature. Good channels of communication with clergy and others need to be maintained so that where appropriate information can be passed on and responded to.

Main areas of responsibility

The seven areas listed below are priority areas for the Parish Admin Team. Alongside these seven, administrators may become involved in providing professional administrative support to other activities within the parish, such as major parish occasions (e.g. Licensing of a new minister), social action initiatives (e.g. Make Lunch), and large-scale social events. Such involvement, however, is to be agreed between the team, the person requesting it, and the Team Rector / line manager in light of current capacity within the team.

The members of the Parish Admin Team decide in consultation with the Team Rector how to apportion the work relating to the main areas of responsibility, e.g. by allocating a team member to lead on each one of them.

1. COMMUNICATIONS

- Work with the clergy and local leadership teams to create and distribute good quality written communication, in electronic and print form, including material for the parish as a whole (currently monthly) and for particular Local Areas / churches (currently weekly in some cases)
- Assist the clergy and others with responsibilities in this area to ensure websites and social media are kept up to date and present suitable content
- Maintain up to date distribution lists for the Parish, each Local Area / church and key teams and groups
- Ensure GDPR policy is kept up to date and followed in Parish communications.

2. OCCASIONAL OFFICES

- Work with the clergy to design and implement consistently 'standing operating procedures' for weddings, baptisms, and funerals across the Parish
- Support the clergy with efficient administration to ensure incoming requests receive a prompt response, all legal requirements are met, services are fully staffed, and proper records are kept.

3. PREMISES

- Work with relevant colleagues to publicize effectively the halls and churches that may be booked by external hirers
- Ensure that up to date calendars for churches and halls are maintained and shared with others as needed
- Act as point of contact for all external bookings of churches, halls, and churchyards, apart from matters relating to the Arts Trust at St Mary's Ashford
- Handle associated financial administration, including invoicing and credit control.

4. REGULAR SERVICES

- Work with the clergy and churchwardens to produce the Parish Service Rota six weeks in advance
- Support the Parish Leadership Team in planning for major festivals and other events, including related publicity and communication
- Assist with formatting, printing and distribution of orders of service
- Assist the clergy and churchwardens in ensuring accurate records of service attendance are maintained and Annual Return promptly submitted.

5. FINANCE

- Assist the Parish Treasurer and others with responsibilities in this area with financial administration, as agreed with Team Rector / line manager.

6. PARISH LEADERSHIP TEAM

- Be represented at meetings of the Parish Leadership Team, to contribute to discussions and to record action points
- Provide administrative support to the Team Rector as agreed.

7. RECORD KEEPING

Maintain accessible, up to date information on e.g.

- Governance – date of meetings, membership lists, and minutes and papers for APCM, PCC, Standing Committee; date of meetings and membership lists for LLTs
- Safeguarding – Parish policy, information for display, names of Safeguarding and DBS officers, role descriptions
- Teams and groups – accurate lists of e.g. ALMs, PTOs, Assistant Churchwardens, Sidespeople, those Authorized to Assist at Holy Communion.

GENERAL RESPONSIBILITIES SUPPORTING ALL OF THE ABOVE

- Maintain and, where necessary, devise efficient and accessible office systems, including data management and filing
- Order stationery and other supplies as necessary.

Person specification

- Ability to produce quickly properly formatted and error-free documents for a variety of uses
- Ability to communicate information clearly and accurately in written and oral form
- Ability to plan own work, prioritise under pressure, and problem solve as issues arise
- Ability to establish and sustain good working relationships with a wide range of people
- Experience of contributing to effective organization
- Experience of working productively as part of a team
- Familiarity with the Microsoft Office suite of programmes, including Excel
- Familiarity with or capacity to learn website and social media administration
- Trustworthy and reliable
- Calm and respectful manner
- Understanding of church life including its purpose, structures and culture, and capacity and willingness to become familiar with the particular structures and culture of the Church of England.

Terms and Conditions

Permanent / fixed term: This is a permanent post, subject to a six-month probationary period.

Hours: This is a part-time post for 20 hours per week (full-time hours are 35 hours per week).

Pay: £17,745 p.a. full time salary pro rata; occupational pension paid by employer.

Annual leave: 5 weeks plus bank holidays pro rata.

Employment policies: these comprise the Employee Handbook and the supplementary policies relating to employees that have been approved by the PCC.

Appraisal:

All staff are expected to contribute to the annual review process which involves the setting and reviewing of individual targets.

Review targets may include:

- An empirical target to ensure that progress is measured accurately and effectively
- A target based on the parish's objectives for the year
- A target which will encourage personal and professional development.