# Job Description: St James Church, Southam Administrator

**Job Purpose**

The role of the Parish Administrator is to support the Vicar and others in the administration of St James Church by:

1. providing consistent and quality administrative support;
2. maintaining office systems;
3. providing a key link with the church volunteers, church family and community.

**Key Relationships**

1. Vicar;
2. Churchwardens;
3. PCC Secretary;
4. Treasurer;
5. Parish Safeguarding Officer;
6. Verger
7. PCC and any church members who require administrative support;
8. Community (e.g. taking initial calls re funerals etc. enquiries);
9. Coventry Diocese.

**Key Responsibilities**

**Communication**

1. To provide administrative support for worship – eg designing and producing notice sheets, occasional orders of service, posters and leaflets to promote church activities and to keep church family up to date with all that is going on in church life;
2. To produce publications as required for effective communication with the church family (in consultation with the Vicar). This may include items such as Welcome Pack, publicity posters/flyers, Annual Report;
3. Ensure notice boards are kept up to date with information and maximise the communication to church members and the community;
4. Maintain and update information to the church website and social media accounts including liaising with those who provide material and information to keep the site informative and relevant and up to date;
5. Act as Data Controller for Parish records (Electoral Roll, databases, etc.) ensuring that the Parish is compliant with GDPR;
6. Ensure GDPR database is kept up to date to enable effective communication with the church family;
7. Ensure good communication with other churches in the Deanery, Diocesan Officers, schools and community;

**Administrative Support**

1. Provide administrative support to the vicar, churchwardens, PCC Secretary, Treasurer, Parish Safeguarding Officer as required and carrying out other tasks they may ask you to do;
2. Welcome visitors to the office and act as the first line reception for callers and telephone calls;
3. Manage all correspondence coming into the office;
4. Maintain and administer church diary/calendar, including events and bookings;
5. Monitor and maintain office supplies, overseeing maintenance of office equipment;
6. Maintain a schedule/diary for annual servicing e.g. of gas boiler, church clock, fire safety devices, PAT testing, etc. and liaise with the relevant churchwarden before arranging servicing;
7. Receive reports and messages with regard to equipment and maintenance of church premises and relay them to churchwardens for attention as appropriate;
8. Complete and submit statistical returns as required, such as the Christian Copyright Licensing International report;
9. Monitor and escalate incidents entered into the Accident and Incident Book – as appropriate;
10. Be observant and proactive to suggest ways of improving the administration and communications in the church;
11. Support various administrative processes of the Church of England, and liaising with the Diocese.

**Church Occasional Offices (Baptisms / Weddings / Funerals)**

1. Ensure effective administration of marriage requests from initial enquiry to register/return entries and certificates and to liaise with other relevant persons. To arrange for Banns of marriage to be paid for, read and certificates issued. To issue and track payment of wedding invoices;
2. Ensure effective administration of Baptism requests including the preparation of registers and certificates;
3. Ensure effective administration of bookings for Funerals (arranging organist, verger, sound system operator, and informing other building users). To issue and track payment of funeral invoices;
4. As necessary, provide quarterly returns for the Diocese.

**Person Specification (Essential (E) and Desirable (D))**

1. Have an understanding of and be sympathetic to the Christian ethos of the Church (E);
2. Good office and administrative skills and experience (E);
3. Well-developed IT skills in using modern applications e.g. Microsoft (E);
4. A capacity to work much of the time without supervision and the ability to handle multiple tasks and work to deadlines (E);
5. Good interpersonal skills including verbal communication and an understanding of appropriate confidentiality (E);
6. Good organisational skills and timekeeping (E);
7. Honest and diligent (E);
8. Be familiar with updating websites using a content management system (D);
9. Experience with on-line software and applications, for administrative support (D);
10. Competent in using and uploading information to social media platforms such as Facebook, Instagram etc (D);
11. Knowledge of General Data Protection Regulations (GDPR) (D).

**July 2021**

**Terms and conditions**

1. Permanent, part-time, employed by St James Church PCC. The jobholder will report to a designated Church Warden or any other member of the PCC as agreed from time to time.
2. Location: St James Church Office, 74D, Coventry Street, Southam. Initially, (subject to UK Government Covid19 restrictions), it is anticipated that the jobholder will work from the Church Office. Going forward, flexible working arrangements with the ability to work from home will be able to be discussed.
3. 12 hours per week paid at £10.00 per hour (£6,240 pa). Salary will be reviewed in line with changes to The Real Living Wage, as set by the Living Wage Foundation.
4. Standard hours: Monday, Wednesday and Thursday – 09.00 to 13.00. Changes to working hours to be set in consultation with Vicar and Church Wardens.
5. You will be entitled to 48 hours paid holiday plus statutory UK Holidays.
6. A DBS check will be required
7. The post is subject to a 3-month probationary period, following which, under normal circumstances, one calendar month’s notice to terminate employment will be required on either side.
8. Discipline and Grievance. In the event of any complaint received, an investigation will be undertaken by your Line Manager or an alternate appointed by the PCC. Depending on the materiality of the underlying matter, one of the following sanctions may be applied in the case of any substantiated grievance or disciplinary issue:
   * A verbal warning, to be noted on your personnel file. Steps for resolution will be agreed;
   * A written warning, to be held on file, to include agreed targets for resolution, which will be tracked to completion;
   * A “final” written warning, to be held on file, to include agreed targets for resolution, which will be tracked to completion;
   * Dismissal.