



Parish Administrator

Job Purpose

The role of Parish Administrator is to support the vicar and churchwardens in the smooth running of St John's Church, church hall, and from Jan 2023, the newly built annexe adjoining the church. St John's is a busy and lively parish: this is an exciting opportunity to work in an enjoyable setting. Generous holiday entitlement and ability to agree working hours over 4 days makes this an attractive post.

The appointee will be a key player in the staff team. To run the parish office effectively you will need to be organised and efficient, have an ability to write well, be familiar and competent with Microsoft 365 applications (Word and Excel) and email (Google Workspace). You will also need to be happy to work independently and as a team. The role is based in the Parish Office which following completion of the building project will move into the new annexe on the north side of the church.

Hours of work:

16 hours p/w, over 4 days. This rises to 20 hrs p/w from Jan 2023 due to completion of the new community rooms, the hiring of which will come under the duties of the Administrator. These will be regular weekly hours, but there is some flexibility as to which days and hours these are.

Routine Tasks:

- Respond to initial enquiries for hall / annexe bookings, baptisms, weddings and funerals, including meeting with family contacts and completing associated administration
- Manage the parish diary including church, hall and annexe bookings, invoicing and receiving payments, and liaising with the resident pre-school as necessary
- Keep the diary page on the website up-to-date
- Attend a weekly staff meeting and keep brief notes of the meeting to circulate
- Assist with the production and photocopying of parish publications including the weekly pew sheet, orders of service, weekly news, annual report and other documents for meetings
- Print any posters and leaflets needed which are produced by the clergy
- Keep the church's noticeboards up-to-date
- Deal with all aspects of hiring out the church, hall and annexe to external individuals and organisations, including issuing contracts, invoicing, handing over keys
- Maintain the register and plans for burial of ashes in the Garden of Remembrance
- Take clear telephone messages and ensuring they are passed on in a timely fashion
- Co-ordinate occasional parish mailings, both paper and electronic
- Order supplies for the parish office, church, hall and annexe, including stationery and cleaning materials
- Oversee maintenance of equipment in the Parish Office, Church and Hall – booking in engineers, both for repair and regular servicing
- Maintain a booking system for regular and occasional services as needed.
- Other administrative tasks as directed