

St Peter's Church, Ipsley

Information Pack

Church Administrator

2019

Job Description
Person Specification
Application Form

For further information contact:
The Rector, the Revd Canon Garth Nathaniel:
01527 516351, g.nathaniel@btinternet.com

Church Administrator

Job Description

Post: Church Administrator

Nature of Post: Part Time

Hours: 15 hours per week.

Employer: Parochial Church Council of the Ipsley Team Ministry

Purpose: To manage the administration of the church so that clergy, DCC and leaders are able to pursue their ministries more effectively and the church's effectiveness is maximized.

1. To organise and manage the church office so that it provides an effective focus of information and communication at the hub of the life of St Peter's.
2. To co-ordinate activities and use of resources of the church to enable clergy and leaders to pursue their particular ministries more easily.
3. To provide secretarial services for the clergy, wardens and other office holders to release them from office administration associated with their roles.
4. To maintain a system of organization which will encourage and support growth of the church.
5. To be responsible for management of Lettings.

Working arrangements:

The *Church Administrator* will be accountable to the DCC as his/her employer and work under the authority of the Rector. He/she will also need to work in co-operation with the churchwardens and the treasurer.

The C.A. will assume responsibility for the operation of the church office, co-ordinate the activities within the church diary and ensure that all practical aspects are properly executed.

There will be an annual review of the role by rector and churchwardens with the C.A. This will be used to encourage development and use of the post holder's gifts and examine the nature and demands of the workload,

The post holder will undertake appropriate training from time to time as agreed with the Rector. This will be funded accordingly by St Peter's.

The post holder will meet regularly with the Rector/Churchwardens .

Principal Tasks.

Office Management

- Ensure that the office is normally staffed for 3hrs per day – specific hours to be agreed with the Rector.
- Organise and manage the church office so that it provides an effective service.
- Oversee volunteers' use of office equipment.
- Make recommendation to the line manager concerning the staffing and running of the church office when necessary.

Secretarial Services

- Provide secretarial and administrative support for the clergy, churchwardens
- Provide secretarial and administrative support to the DCC and Standing Committee under guidance from the Rector and Churchwardens
- Take responsibility for the church diary and bookings, ensuring that there is no clash of dates for church activities
- Prepare the weekly "Catch"
- Prepare & print service / song sheets for the Sunday Services as required.
- Deal with regulations and legal requirements for the church, in liaison with appropriate church officers, (e.g. Disclosure & Barring Service, Insurance, Health and Safety, Copyright, Data Protection.)
- Deal with administration when necessary in relation to Occasional Offices.
- Office Computer Manager
- Attend DCC/PCC meetings if necessary.

Communication

- To be a focus of communication for the church, facilitating and supporting communication with and between leaders of various groupings within church.
- Promotion of effective communication between St Peter's and:
 - a) the diocese
 - b) other churches
 - c) the parish and wider community
- Being conversant with the worshipping and organisational life of St Peter's; to represent the church to the public as the first point of contact.
- To maintain the parish website.

Buildings

- Have general oversight of key holders and security procedures and practice. Maintain Register of Key holders
- Give access to contractors as required.
- Coordinate work of cleaners when necessary.
- Coordinate use of premises by members.
- Assist the Church Wardens to ensure the appropriate use of notice boards in church and church centre.

Finance

- In liaison with the treasurer as and when asked to deal with:
 - A) payment of bills
 - B) handling of receipts and invoices
 - C) donations/gifts to speakers
 - D) petty cash
 - E) an administration budget

Resources

- Oversight and coordinate use of resources held in the church centre e.g. equipment, books.

St Peter's Church, Ipsley
Redditch

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> • Good GCSE / O-level education or equivalent (ie. minimum of 5 grades A to C including English) Or CSE Grade 1 	<ul style="list-style-type: none"> • Educated to A or AS levels standard, or NVQ 3, or equivalent.
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of office systems and administration support along with current or recent consolidated application of this in the workplace. • A basic understanding of the specialist language and concepts of the Christian Faith. 	<ul style="list-style-type: none"> • Familiarity with, or a willingness to learn and master, the specialist language and concepts of mission, pastoral issues and legislation. • Some knowledge and understanding of the structure and nature of the Church of England.
Technical & Applied Skills	<ul style="list-style-type: none"> • Skilled in the use of IT including email, internet and intranet and proficient in Microsoft Office (all applications), good word-processing and computer keyboards skills and an ability to use, update and maintain information databases and systems. • Ability to efficiently process emails and correspondence in a timely fashion. 	<ul style="list-style-type: none"> • Experience of database management. • Ability to prepare agendas and take minutes and current or recently consolidated experience of this in the workplace

	<ul style="list-style-type: none"> • Ability to understand and operate standard office equipment (e.g. photocopiers, facsimile machines, printers, scanners, projectors, shredders etc.). 	
Competencies	<ul style="list-style-type: none"> • Strong administrative skills. • Ability to work efficiently and accurately under pressure, prioritise work effectively, and respond swiftly and clearly when required. • Ability to work well and cope with unplanned work. • Excellent time management skills, organisational skills and attention to detail when workload and flow is busy. • The ability to work unsupervised and use own initiative. • Good verbal, written and oral communication skills and ability to provide support and information to a wide range of enquirers. • Excellent spelling, grammar and punctuation. • Good proof reading skills. • Ability to produce neat and well-presented work. 	<ul style="list-style-type: none"> • The ability to think flexibly and methodically.
Personal Attributes	<ul style="list-style-type: none"> • Personable with an ability to relate well to a wide range of people and to show pastoral sensitivity, tact and diplomacy where appropriate. • Ability to work flexibly around the 	<ul style="list-style-type: none"> • An enthusiastic and personable individual willing to engage with the nature of the work and how it can help develop the mission of the church.

	<p>needs of the Church and a willingness to vary times of working hours if required by the nature of the work.</p> <ul style="list-style-type: none">• Empathy with the aims of the Church of England and the Diocese of Worcester and the ability to subscribe to the ethos and values.• Ability to maintain strict confidentiality.	<ul style="list-style-type: none">• A willingness to undertake training
--	--	---

Particulars of Employment

Job Title Church Administrator

Reports to Rector

Terms: This is a part time appointment of 15 hours per week on the basis of a one point salary of £7,511.40p.a. (being pro rata of the hourly rate of £9.63 per hour)

The post will be at the Church Office, St Peter's Church Centre, Ipsley Church Lane, Ipsley, Redditch.

There will be an initial probationary period of twelve months. The appointment may be terminated by one month's notice on either side.

The employee will be eligible for entry into the Church Workers Pension Fund on a non-contributory basis as far as the employee is concerned.

This part time post will involve working 15 hours over 5 days per week. The office's normal "public opening hours" are from 9:30 -12:30 Mondays to Fridays. There is some flexibility in agreeing particular hours of work prior to appointment. Flexibility in working outside normal office hours, including coping with seasonal peaks of workload, may be necessary and would normally be compensated by time in lieu.

Based on a five day working week, the annual leave entitlement would be 20 days in a full year, plus statutory and other public holidays.

Sick Leave: On a pro-rata basis, 4 weeks full pay thereafter a further 24 weeks Statutory Sick Pay.