

## **St John's East Dulwich PCC Job Description for Parish Administrator, 2021**

### **Background**

St John the Evangelist is a lively Church of England (Anglican) church at the Goose Green area of East Dulwich, whose parish boundary incorporates part of Peckham. The church is a grade II listed building, with an adjacent community centre, the Goose Green Centre, which incorporates the parish office.

St John's is part of the Inclusive Church network of churches and the congregation reflects the diverse nature of the local area. We hope to grow in faith and number, and serve our local community.

We are seeking a well-organised and diplomatic individual with excellent communication skills to join us as our new Parish Administrator, working with a team of staff, volunteers and community groups. We are looking for someone who can quickly prioritise and who has considerable initiative to ensure the church's activities are well-organised, and support the flourishing of St John's Church.

The role is key to the life of St John's, enabling the smooth and effective running of the church as an organisation, the Parish Administrator is often the first point of contact for visitors and enquirers. They provide administrative support for the Vicar, manage the church diary and Goose Green Centre bookings, prepare materials for services and church events, handle internal and external communications and administer DBS Safeguarding checks. The Parish Administrator also has a role in maintaining the smooth running of the building.

### **Main duties include:**

- To facilitate and co-ordinate day to day administration. To develop, implement and maintain robust administrative and communications systems, including external and online communications.
- To work primarily with the Vicar, who is also Area Dean, to provide administrative support.
- To liaise also with other clergy, churchwardens, PCC Secretary and Treasurer and the many volunteers who serve the church, attending the weekly staff meeting and keeping notes.
- To act as the first point of contact for visitors and enquirers; the 'face' of St John's.
- To help maintain the smooth running of the building, dealing with contractors and maintenance.
- To optimise the use of the Goose Green Centre for the benefit of church and community.

**Reports to:** the Vicar, (or churchwardens when appropriate, i.e. during vacancy/holidays)

### **Salary and hours, probation, support and review:**

**Hours per week:** 25 hours per week. Working pattern to be agreed with the Vicar.

**Salary:** £13.50 per hour, reviewed annually

**Probationary period:** Six months, with review after 3 months

**Holidays:** Statutory holidays (including bank holidays) of 140 hours per year will be given. To be agreed with Vicar in advance.

**Sick pay:** Statutory Sick Pay provisions will apply.

**Pension:** Statutory pension will apply. We are enrolled with the NEST pension scheme.

**Support and conditions of service:**

- Regular supervision, annual review and professional development
- Office accommodation at St John's Church, with scope for working from home at times
- Training
- Please note: this role does require the post holder to work alone for some periods of time.

The post-holder will be required to demonstrate an understanding of and sympathy with the aims and ethos of the Church of England as embodied at St John's.

**Duties:****General Administration and finance:**

- Deal with mail, email, phone calls, messages and in-person enquiries
- Maintain the church and Goose Green Centre diaries, Parish List, paper and electronic filing systems, the administrator usually serves as Electoral Roll Officer.
- Process enquiries for baptisms, weddings, funerals and school references
- Deal with administration for church services and events, pew sheets and orders of service
- Maintain parish records and registers and assist the Churchwardens with statutory paperwork
- Work with Parish Safeguarding Officer to administer online DBS applications
- Oversee maintenance and security of office equipment, maintain office and cleaning supplies.
- Assist the Vicar as required
- To perform all other such tasks which from time to time may reasonably be asked by the PCC, clergy and churchwardens
- Support the Church Treasurer to process invoices, payments, donations and bills.

**Communications**

- Ensure effective internal and external communications
- Maintain, update and develop communications, including noticeboards, website and online communications including weekly email

**Liturgy and Worship**

- Prepare material for Sunday services, including notice sheet
- Prepare and produce material for special or seasonal services and events and associated publicity

**Premises**

- To be responsible for day to day operations and maintenance of church and premises. Liaise with contractors, work with staff team to help coordinate the work of our caretaker and cleaner.
- Help maintain the building as a covid-secure venue, working in accordance with our risk assessments
- Be a church key holder and serve as an emergency contact for the premises

The post-holder, after relevant training, will be expected to carry out all duties in accordance with PCC policies, e.g. Parish Safeguarding Policy and Code of Safer Working Practice, IT and Data Protection and Copyright legislation. The post is subject to a basic DBS check.

**Person Specification:**

<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal skills: polite, approachable and friendly manner, able to work well with colleagues as part of a staff team	Experience of supervising paid staff
Ability to work in an environment requiring confidentiality, sensitivity and compassion, in accordance with Parish Safeguarding Policy and Code of Safer Working Practice.	Experience of handling confidential information, GDPR and Safeguarding legislation, experience of working in a public-facing role
Strong organisational, time and task management skills	Experience of working in an administrative role
Good IT skills, familiarity with MS Word, simple Excel spreadsheets, email communications	Some experience of, for example, Publisher, Mailchimp, Wordpress, Dropbox, Sage, if not, training will be given
Excellent written and verbal communication skills	
Able to use own initiative, have enthusiasm and be eager to learn, willingness to be flexible and able to work unsupervised	
Ability to ensure the buildings and grounds are kept safe, clean and in good order, liaising with contractors, dealing with problems.	
Demonstrate an understanding of and sympathy with the life and ethos of the Church of England as embodied at St John's	Experience of the life of a parish church