

Parishes of Askham Bryan, Bolton Percy with Colton and Copmanthorpe Churches Administrator

10 hours a week including entitlement to 4 weeks paid leave pro rata.

Remuneration £10.30 per hour. Training will be given as required.

There will be a three month probationary period, after which the role will be reviewed with the post holder and, if appropriate made permanent.

Job Description

Objectives

1. To run the Office based at St Giles' Church Copmanthorpe (Church Street, YO23 3SA), operating as a friendly and welcoming contact for the Churches, ensuring excellent information flow between the clergy, other staff, members of the PCCs, parish volunteers and external agencies, and providing appropriate administrative support.
2. To offer a listening ear to those who call at the office and direct people to the most suitable person for further support or assistance.
3. To develop and maintain the administrative system needed for the Parishes to function efficiently and smoothly.
4. To provide administrative, diary and secretarial support for the Vicar and other licenced clergy.
5. To provide sensitive liaison and co-ordination between key players in the life of the parishes, while handling all Parish matters with appropriate confidentiality.

Accountability and Supervision

- The role is responsible to the Vicar who will act as Line Manager.
- Day to day supervision will be provided by the line manager.
- An annual appraisal will be conducted and objectives set. After the first 3 months, an additional appraisal will be conducted by the line manager, or their delegated person.

Key skills

- Be committed to Christian values and supportive of the mission of Anglican church practice and worship
- Have excellent personal and conversational manner, with a welcoming disposition
- Be a person of honesty and integrity, who is able to work respectfully and confidentially
- Be a team-player, able to work as part of the staff team
- Understanding, knowledge and experience of Christian ministry and church organisation or willingness to learn.
- Being familiar with and willing to work within our child protection and vulnerable adult guidelines.
- Ability to work as part of a team whilst also maintaining a self-motivated attitude and ability to work under own initiative.
- Proven organisational and administrative skills.
- Computer literate with experience of using the Microsoft Office suite of programs and the flexibility to learn new software.

Main duties

To be based at St Giles' Church Copmanthorpe in order to run the office for the Parishes of Askham Bryan, Bolton Percy with Colton and Copmanthorpe

- Maintain a professional, welcoming and helpful presence.
- Deal with visitors, phone calls, post, email and other messages, and log information appropriately.
- Liaise with Clergy, Readers, Churchwardens, Musicians, Vergers, Recognised Parish Assistants, and other paid staff, officers and volunteers working on behalf of the Churches.
- Booking venues for services and meetings as required
- Oversee the maintenance of the office equipment and IT systems including computer anti- virus updating and regular back up.
- Maintain adequate stationery stocks, including for Occasional Offices (Baptisms, Weddings and Funerals), general office supplies and appropriate requisites.
- Maintain adequate stock of Church Supplies, such as Altar wafers, wine, candles etc. for each church as necessary. Be a central point for ordering.
- Arrange access for maintenance and utilities of piano, organ, fire extinguisher, electrical apparatus etc. as required.
- Open and close the Church office at the agreed times and keep the office in good order.
- Ensure confidential files are locked away safely whenever the office is unattended.

To run the church administrative systems, the tasks will include but is not exhaustive

- Dealing with enquiries and ensure baptism, wedding and funeral records are up to date, plans for the efficient execution of those occasional offices are in place liaising with the Clergy, Churchwardens, Organists, Vergers, Cleaners and other people as required.
- Holding the Parish Diaries, liaising with the Vicar's diary as appropriate and take bookings for meetings with the Clergy.
- Administering the Safeguarding requirements as per the Parish Policies and Diocesan procedures – keeping records and administering the online DBS (Disclosure and Barring Service) system.
- Assembling and preparing the list of dates and times for the celebrations of the Church's year.
- Preparing and duplicating service sheets as directed and maintaining a store of re-usable service sheets, making them available as required.
- Typing letters, agenda, minutes, reports and other publications as agreed
- Preparation of Parish Registers, as directed and completing the legal returns and other statistical information as required, including Marriage Returns to the appropriate Registry Office and the Diocesan Return of Statistics for Mission.
- Ensuring that all preliminaries for Marriage are fulfilled.
- Ensuring that all preliminaries for Baptisms are fulfilled.
- Maintaining the electronic database.
- Preparing notices and arrangements for the Annual Parochial Church Meetings.
- Ensuring that all administrative records and Parish documentation are properly ordered and filed.
- Liaising with the appropriate Village Newsletter editors, Webmasters and Social Media editors to ensure details of events, activities and worship is provided in good time so that they can be appropriately publicised. This will include having access to our social media accounts.

To provide administrative and secretarial support to the Vicar, as directed

Admin Assistant/Detailed Job Description v.7

Closing date Friday 15th February 2019

Shortlist by Friday 22nd February 2019

Interview w/c 25th February 2019