

# Parish Administrator

Church of the Ascension, Hall Green

## Job Description and Person Specification



### Our Vision:

At the Church of the Ascension we seek to be a friendly and welcoming church with a passion for loving service to the local community where people of all ages can experience the love of God, grow in faith and receive the spiritual and pastoral support they need.

To help us put this into practice, we have five key values that underpin all of our activities: Relationships, Prayer, Worship, Discipleship and Mission.

### Our Mission Statement:

The Church of the Ascension exists to Love God, Love People, & to make disciples of Jesus who will make a difference in our community and beyond.

## Section A: Role Profile

<b>Post Title</b>	Part-Time Parish Administrator
<b>Salary</b>	£5,616 per year (£9 per hour, 12 hours per week)
<b>Hours of work</b>	4 hours a day, 3 days a week (12 hours a week in total). Fixed Term Contract for 2 years with the possibility of extension, subject to the availability of funding. Exact hours and days to be agreed with the successful candidate, ideally to include Thursday and / or Friday.
<b>Reports to</b>	Vicar
<b>Key relationships</b>	Vicar, Churchwardens, JMC Administration Manager, Treasurer, Director of Music, PCC Secretary
<b>Location</b>	The Church Office, located in one of the halls on site
<b>DBS Check</b>	Not Applicable

### Role Purpose

The role of Parish Administrator is to support the vicar and others in running the life and work of the Church of the Ascension, Hall Green. Ours is a busy church with 3 services every Sunday and many activities in our halls during the week that serve the needs of our diverse local community.

The Parish Administrator will be a key player in the team at the Ascension, being the public face of the church and ensuring the efficient management of day to day administrative tasks.

## Role Responsibilities

1. To work at the centre of church life – running the church office as a communications hub where questions are answered and information is recorded and disseminated.
2. To provide administrative support for worship – making sure that everything is ready for Sunday worship (e.g. service sheets, notice sheets, rotas).
3. Church communications – this includes producing the weekly notice sheet, dealing with post, e-mails and phone calls, uploading information to the church's website & facebook account.
4. Office Management and General Administration e.g. running an easily navigable filing system, monitoring office supplies, arranging meetings and overseeing maintenance of office equipment.
5. Dealing with the administration relating to baptisms, funerals and weddings e.g. ensuring register entries are completed and other paperwork done in a timely manner.
6. Liaising with churchwardens and vicar in making regular returns to diocese, register office etc.
7. Providing administrative support to vicar and churchwardens.
8. Accident & Incident Book – Monitoring and escalation of incidents entered as appropriate.
9. To maintain a schedule / diary for annual servicing e.g. of gas boiler, fire safety devices, PAT testing etc; and liaise with the relevant churchwarden to ensure servicing is done.
10. To monitor cleaning standards and receive reports / messages regarding equipment and maintenance of church premises, and relay them to churchwardens for attention as appropriate.
11. Any other duties appropriate to the post.

## Section B: Person Specification

Criteria	Essential	Desirable
An Active Christian faith.		√
Open and sympathetic to Christian faith with an enthusiasm for the mission and ministry of the Church community.	√	
Strong organisational skills to ensure the smooth running of functions such as invoicing hall users, liaising with wedding couples and funeral directors.	√	
Good interpersonal and listening skills with a friendly and welcoming approach and the ability to deal sensitively with challenging circumstances.	√	
Good written communication skills.	√	
Self-motivated with ability to work on own initiative and manage own time.	√	
Strong attention to detail and an ability to prioritise.	√	
An understanding and knowledge of church worship and ministry, and the structures of the Church of England or an ability to quickly learn this knowledge.	√	

Computer literate and competent in using Microsoft Office applications - Word, Excel, Publisher and PowerPoint.	√	
Competent in using and uploading information to social media platforms such as Facebook.	√	
Previous administrative or office experience.	√	
Awareness of the legal requirements relating to data protection.	√	

### **Additional Information**

#### **1. Safeguarding**

The Church of the Ascension is committed to keeping children, young people and adults at risk safe. The post holder must follow the safeguarding policies of the church and the Church of England.

#### **2. Health and Safety**

The post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Church of the Ascension, the vicar and other members of the church, in meeting their health and safety legal responsibilities.

#### **3. Information Management**

As an employee of the Church of the Ascension, the post holder will need to ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

#### **4. Conduct**

As an employee of the Church of the Ascension, the post holder will be expected to conduct themselves in a way that is consistent with the values and mission of the church.

#### **5. Variations to Job Descriptions**

The demand for duties and responsibilities can vary from time to time and the Church therefore retains the right to amend job descriptions to reflect changing requirements.

### **How to apply**

Please send a CV and a covering letter explaining why you have the right experience and skills for this role to:

Rev Nejib Boumenjel  
592 Fox Hollies Road  
Hall Green  
B28 9DX

or by email to [b\\_nejib2002@yahoo.co.uk](mailto:b_nejib2002@yahoo.co.uk)

The closing date is 10<sup>th</sup> February 2019.

Please get in contact with Rev Nejib Boumenjel if you have any queries about this vacancy (07769 624598).