



Parish Administrator: Job Description

Job Title: Parish Administrator

Accountable to: The Parochial Church Council (PCC) of St Mary in Charnwood, Nanpantan

Reports to: Rev Adele Adshead (vicar)

Salary: £12 an hour

Hours of Work: 15 hours per week, over 3 or preferably 4 days. Core hours of 10am-12pm. Flexibility will be required to accommodate evening and weekend activities typical of a church environment. Paid holiday leave of 5 weeks pro rata.

Normal Place of Work: Home and with regular meetings in the parish. (Please note that the PCC will reimburse travel costs to a maximum of a 10 mile round trip) Appropriate equipment will be supplied and in time, we hope that an office may be developed on the church site.

Overall purpose of post:

To support the vicar and church wardens of St Mary in Charnwood in effecting the efficient and smooth running of the church and the parish in pursuit of its vision to be a community of deep faith, relevant and accessible to all and that reaches beyond its building.

Principal duties:

In carrying out the principle duties below, the job holder will be supported by the assistant administrator (working 6 hours per week), treasurer and other volunteers.

Together with the vicar, the postholder will oversee the workload of the assistant administrator, and be responsible for:

Church Services and Events including Baptisms, Weddings, Funerals – support the smooth running of services and events and manage records and payments as appropriate

- Prepare and distribute rotas for wardens, readers etc on ChurchSuite.
- Format and produce service sheets and electronic media as required.
- Ensure appropriate license compliance for music and visuals and make returns required by law or copyright.
- Be the main point of contact for baptism, wedding, funeral and other enquiries.
- Ensure all registers are maintained accurately.
- Maintain fees list for weddings and funerals and issue invoices and receipts.
- Make payments as required on Expense Plus.

Communications – oversee and develop effective communication, both internal and external, paper and online, evaluating and evolving best practice.

- Format and produce/order paper notices – currently weekly and monthly notice sheets and quarterly parish card.
- Keep the parish website updated with notices and events, suggesting improvements to keep it attractive and easily accessible.
- Have oversight of church social media accounts – Facebook, Twitter, Instagram – working with volunteers to ensure currency and compliance with safeguarding and GDPR requirements.

External Bookings – be the main point of contact for enquiries and manage records and payments for bookings of the Chapter House and Woodland.

- Liaise with users as needed, updating the calendar on ChurchSuite and issuing receipts and payments through Expense Plus.
- Keep booking form updated to comply with legal requirements such as health and safety and safeguarding.

Governance – attend and minute governance meetings, collating and distributing reports and records appropriately

- PCC and APCM: As secretary for the PCC, give notice of meetings (9pa), collate and distribute papers and reports, take minutes and maintain records, in compliance with current Church Representation Rules.
- Attend and minute standing committee meetings (monthly) and fabric committee meetings (6 monthly).
- Support church wardens in overseeing upkeep of building and grounds.

Finance – maintain clear and accurate records and make payments in good time

- Maintain financial records and issue payments via Expense Plus, seeking appropriate permissions.
- Maintain Gift Aid declarations and records.
- Attend and minute the finance team meetings (quarterly).
- Support the treasurer in the preparation of reports.

Church Policies and Database – oversee all church documentation, keeping policies updated and in compliance with external requirements

- Maintain the parish database on ChurchSuite in compliance with GDPR, enabling effective use by a broad range of users.
- Working with key volunteers, oversee the regular update of all policies and risk assessments, advising the vicar on requirements and renewals.
- Ensure information is stored securely and accessible to those who need it – online in the church Microsoft 365 account.
- Archive and dispose of records and documentation in line with GDPR.

Other administrative duties may be required from time to time as circumstances demand or as the role develops.

NOTE – THIS JOB DESCRIPTION DOES NOT FORM PART OF YOUR CONTRACT OF EMPLOYMENT

<http://www.stmaryincharnwood.org.uk/>

Parish Administrator: Person Specification

Essential

Personal Attributes

- Servant-hearted and committed to the furtherance of the church vision.
- A welcoming and friendly personality, able to relate with sensitivity to a wide range of people.
- Trustworthy and able to handle confidential information.
- A team player who thrives on working collaboratively, able to draw people and ideas together and move things forward at the right time.
- Self-motivated and able to work on own initiative, determining priorities and meeting deadlines.
- Flexible and adaptable, with a positive 'can do' attitude balanced with realistic expectations.

Knowledge and skills

- Proven skills in administration. Logical, systematic and organised with a good attention to detail.
- Competent with Microsoft Office and willing to learn new IT systems and explore their potential.
- Familiar with social media platforms and confident to manage them.

Desirable

- Experience of working in a busy office and with oversight of others.
- Experience of church or charity governance.
- Some knowledge of the structures and regulations of the Church of England.
- Familiarity with GDPR, Safeguarding, Health and Safety and Licensing requirements.
- Experience of ChurchSuite, Expense Plus and Wix website design.
- Relevant professional accreditation.

Other Requirements

- An Occupational Requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010.
- A Disclosure and Barring Service (DBS) check will be required.

For further employment information [please see our staff handbook](#).