



## JOB DESCRIPTION – CHURCH ADMINISTRATOR

<b>Job Title:</b>	Church Administrator	<b>Line Manager:</b>	Vicar
<b>Hours per Week:</b>	15 (see details below)	<b>Rate of Pay:</b>	£9.00 per hour

### Purpose of the Post

St. James' Church is a small, but growing Anglican parish church with a desire to engage with and effectively serve its local community.

The post holder will often be the first point of contact for the general public and members of the congregation. The post holder will therefore at times need a pastoral and prayerful approach and be able to work confidentially. The role also includes overall responsibility for the administration of St. James' Church, providing an effective secretarial and administrative service to the Vicar as well as a number of key functions in support of our volunteer team.

### Scope

15 hours per week with some flexibility, but to cover the core office opening hours currently 10:00am to 12:00pm – Monday – Thursday  
Place of work – The Church Office, Church Lane, Rowledge, GU10 4EN.

### Functions of Post

- Day to day operation of the Parish Office and acting as a representative of the church and the vicar as well as being the focal point for enquiries from members of the public and the congregation.
- In consultation with the Vicar, production and dissemination of church correspondence including letters, emails, rotas, weekly notice sheets and assisting with production of the monthly parish newsletter – “The Rowledge Review”.
- Responsible for maintaining church filing and records relating to baptisms, weddings and funerals.
- Dealing with external contractors working in the church and churchyard.
- Maintaining the church's database of those who have been checked by the Disclosure and Barring Service to work with children and vulnerable adults.
- In consultation with the churchwardens, overseeing the efficient management of the church buildings, in terms of their use, security, maintenance, cleanliness and facilities, and the economic husbandry of power and light, including at the church's rental property.
- Organising the maintenance, purchase, insurance and replacement of equipment and supplies.
- Operating computer systems (especially Microsoft Office suite).
- Updating the church website and oversight of the Church's presence on social media.
- Maintenance of the Parish Giving Scheme.
- Liaising with the church treasurer to ensure timely issuing of and payment of accounts.

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Knowledge and skills required	
<p><b>Essential</b></p> <p>Gifted administrator  Strong inter-personal skills and ability to understand and be sympathetic to people's needs  Ability to work in a confidential manner  Ability to manage and prioritise workload and work on one's own initiative  Excellent organisational skills and ability to multi-task  Aptitude for computers with an ability to extend existing skills  Proficient in the use of Microsoft Office suite, Gmail and Googledrive  A friendly and helpful telephone manner  Sense of humour  Strong team player who will 'muck in' where needed</p>	<p><b>Desirable</b></p> <p>A committed Christian  Experience of working in church administration  Artistically creative  Aptitude with various social media tools such as Facebook, Twitter, Instagram, etc.  Experience of safeguarding for children and vulnerable adults  Finance skills</p>