

The Parochial Church Council of St John & St Luke, Bilton, Harrogate

Post of **Parish Administrator (Part Time)**

Responsible to **the Team Rector as Chair of the Parochial Church Council (PCC)**

Context

The Anglican parish of St John and St Luke Bilton, is located in the Northern suburbs of the town of Harrogate (population approx. 18,000). It is a primarily residential area and our two churches are a key part of community life.

St John's hosts the larger of the two congregations. We also have a large church hall which is regularly let to various user groups, including a daily pre-school.

Our combined electoral roll is presently 274 and we have approximately 140 adults and 40 children regularly attending Sunday morning worship across the two churches.

Currently there is a team rector (Rev Simon Dowson, appointed Nov 2014). A team vicar (Rev Andy Patrick, appointed April 2016) and a curate (Rev Ruth Donegan-Cross, appointed June 2016). In addition we are currently seeking to recruit a new part-time organist/musical director.

Job Description

Role

We are looking for a gifted, experienced and skilled part-time administrator to come and join the team at St John's and St Luke's Together.

The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Rector, staff team and the Officers of the church.

As a faith-based organisation, our beliefs are foundational to everything we do. The post-holder will be expected to be in sympathy with these beliefs and work actively to support our ministry and vision.

The post is at the heart of supporting our ministry and mission in the parish. Thus the post-holder, as well as providing effective administration within the church, will be a key face and voice of the church to the wider community, for example, by dealing with enquiries over the phone, in person or via email, talking to visitors and booking special events.

This position requires a professional approach and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organizational, IT, financial, communication and interpersonal skills.

Location and Hours

The role will be based in the church office at St John's Church, HG1 3DT.

The working hours of the current post holder are 9am to 12.30 pm, Monday to Friday (total 17.5 hours) but there would be room for flexibility for the right candidate, including some home working.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £9.55 per hour paid monthly in arrears by bank transfer.

Remuneration will be reviewed annually in July.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter two month's notice on either side will be required.

Annual paid holiday entitlement is 21 days pro-rata (equivalent to 10 days for 20 hours per week). Leave should be arranged in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

The PCC will review regularly with the post-holder duties and responsibilities and consider possible role development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Rector or Churchwardens and will be paid at the hourly rate.

General Responsibilities

- 1 Dealing with administration and legal records concerned with Baptisms, Weddings and Funerals.
- 2 To be responsible for the banking of monies, and payment of invoices coming into the Church and clergy/lay expense claims. Maintaining and updating the accounts on SAGE and using the online banking system to update standing orders. Maintaining and storing documents, invoices, bank statements and other records in the office.
- 3 Dealing with the statutory fees payable to the Diocese for Funerals, Weddings, Monuments in Churchyard etc using the online system. Ensuring fees payable for Weddings are paid on time – invoice needs to be sent for payment in full prior to first reading of Banns.
- 4 Ordering supplies for church ministry including stationery, office, communion supplies, etc.
- 5 Overseeing the maintenance of equipment in the Church Office, any maintenance and service contracts held by the parish such as fire extinguishers and the church boilers.
- 6 Assisting the Treasurer with information on the accounts.
- 7 Maintaining a diary for bookings in St John's and to programme the heating clocks accordingly.
- 8 Liaising with booking secretaries for St John's Hall and St Luke's as required
- 9 Ensuring a safe and clean working environment within the office.
- 10 Reviewing and implementing procedures to ensure clear, efficient and effective office operation.
- 11 Helping to identify and encourage volunteers for various areas of church life.
- 12 Providing other such general administrative support as may from time to time be required by the Team Rector and other clergy.

Parish communications

- 1 Act as first point of contact for all enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action. Such enquiries may include matters of faith or belief and may involve the need for Christian pastoral care (as would be expected by anyone contacting the Church).
- 2 Manage all parish correspondence, including post, e-mail, and answerphone.
- 3 Ensure internal notice boards are kept tidy and up to date.
- 4 Edit and produce weekly printed newsheet.
- 5 Produce and circulate 'Who's Who' church address and prayer booklet prayer.
- 6 Co-ordinate occasional parish mailings, including printing and distributing Easter and Christmas leaflets.
- 7 Assist with production of the Annual Report in preparation for the Annual Parish Meeting.
- 8 Assist with keeping the parish website up to date.
- 9 Pass on parish magazine information to the magazine editor.
- 10 Help ensure PCC compliance with Data Protection Regulations.

Administrative Support for Worship

- 1 Transfer service sheets sent by email by the clergy into Publisher ready for printing for services on Sundays or as required by the clergy.
- 2 Produce and coordinate rotas for worship including intercessions, readers, communion assistants, sides-persons, welcomers etc.
- 3 Manage copyright licence applications and requirements.

Buildings management, maintenance and development

- 1 Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing.
- 2 Maintain accurate records of key holders.
- 3 Communicate effectively and regularly with the Wardens and Finance and Buildings Committee about the state of the premises, maintenance requirements, health and safety concerns etc.
- 4 Provide administrative support to the Buildings Committee including record keeping, communication with tenants of parish-owned houses, contractors, payments.
- 5 Oversee insurance requirements and act as main point of contact with insurers.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Rector/PCC.

PERSON SPECIFICATION

| REQUIREMENT | ESSENTIAL OR DESIRABLE? | HOW ASSESSED? |
|--|-------------------------|-----------------------------|
| Experience | | |
| experience of working in similar role | Desirable | Via CV |
| experience of church ministry/mission | Desirable | Via Church reference and CV |
| general accounting/payroll experience | Desirable | Via CV and interview |
| experience of accounting software | Desirable | Via CV |
| experience of day to day use of Microsoft Office | Essential | Via CV |
| experience of website management | Desirable | Via CV |
| Knowledge | | |
| knowledge of church life and ministry | Essential | Via reference and interview |
| knowledge of the Church of England – worship, ministry and structures | Desirable | |
| Skills and competencies | | |
| excellent interpersonal communication skills – written and oral | Essential | Via CV and interview |
| strong attention to detail | Essential | |
| general office and clerical skills | Essential | |
| confident IT skills including proficiency with Microsoft Office and ability to learn use of SAGE accounting software | Essential | |
| strong planning skills with ability to work autonomously and manage workload | Essential | |
| excellent organizational skills | Essential | |
| ability to work flexibly | Essential | |
| Personal Attributes | | |
| good listening skills | Essential | Via CV and Interview |
| experience of dealing with matters of confidentiality, sensitivity with compassion | Essential | |
| ability to make decisions and take initiative | Essential | |
| motivated to deliver high quality output | Essential | |
| ability to manage the unexpected | Essential | |
| enjoy learning and new experiences | Essential | |

Present Weekly pattern

Monday – Two hours when church office will be closed to the public: entering any finance income or expenditure onto SAGE (accounts software). Once a month reconcile SAGE against the Bank Account and once saved send to the Treasurer by email. Information can also be entered into SAGE on a daily basis at quieter times.

Monday or Tuesday - Check safe and take collection to the Post Office on Crab Lane (it can be left with the Post Office staff who will count it when they have more time.

Wednesday/Thursday – Format service sheets sent by email by leader. Send music (list of hymns/songs for the coming Sunday to 'Music People' by email.

Thursday – Continue formatting service sheets and Notices, then send completed Notice sheet to the people compiling the overhead for St John's and print service sheets ready for folding at Surgery. Write out any cheques to pay invoices etc ready for a second signature.

Friday – Print Notice sheets and fold (put approx 25 in St Luke's drawer) and the rest are for St John's. Write up Banns book starting on the Second Sunday of the month – write Banns Certificate for those not getting married at our churches and remind the couples that their Banns will be read at the 10am services at St John's. Send Notices out by email to all those on the email lists to receive them (6 lists). Check Notice board by South Door and take down old notices and put new ones up.

Daily - answer the telephone and respond appropriately to any emails.

Weekly – enter hymns/songs on to the CCLI reporting website – once a year send to CCLI (when Copyright Licence is due for renewal).

Monthly – send letters to Godparents enclosing a copy of the baptism service sheet one week before Baptism on the second Sunday. Send diary dates for the whole month plus first week of next month to the Focus magazine editor; photocopy/print magazine and prepare for distribution.