

Christ the Saviour Ealing

Parish Administrator Job Description

The Position

The Parish Administrator will play an essential role by assisting the Vicar in the efficient running and development of Christ the Saviour Church, Ealing.

The Administrator is often the first contact people have with this Church, so the role requires a cheerful, friendly, well-organised, detail-oriented person who enjoys a variety of tasks covering a broad depth of responsibility. Confidentiality, honesty, and trust are essential qualities for this role. The role will require Microsoft Office suite knowledge, basic IT skills and the initiative to work independently, sometimes out of the standard workday hours, and enjoy the challenge of finding solutions as the situation may demand. Essential to the role is ability to work well with all types of people and situations and will thrive working with and contributing to a friendly and supportive team of Clergy, PCC, visiting priests, school staff, paid staff and volunteers. You will have opportunities to review, develop and implement processes and procedures to continually improve smooth, efficient, and effective Church office operations.

Key Responsibilities

Optimising the Church's profile - both inward- and outward-facing

- As the first point of contact, you will ensure that all enquiries in person, by phone, by post, or online are dealt with politely and professionally and are followed up by appropriate action.
- Print for in-church use and distribute via Mailchimp, Facebook, Christ the Saviour website, and Twitter, the weekly Sunday newsletter with links and attachments.
- Work with the Clergy and PCC to publicise and update Church events, Masses and services via social media and notice boards.
- Assist in the design and production of flyers and posters and develop social media to publicise special events
- Liaise with key stakeholders and webmaster, to ensure that the website is kept up-to-date with appropriate and accurate content.
- Manage all aspects of Churchdesk, (calendar, permissions, filing, payments & giving, groups and people) ensuring that it is accurate and up-to-date. Run reports on the data as required.
- Actively encourage, promote, and support the use of an online calendar and booking system within PCC.
- Set up PCC Zoom meetings and put this and other events/reminders in the diaries of Vicar and PCC as required.
- Encourage, support and guide volunteers; where required, assist with rotas for services, church groups and activities.

Providing support for the leaders of daily services and special services throughout the Church's year

- Manage annual copyright licence, arrange new ones if required.
- Maintain stock, and purchase consumables (candles, incense, communion wafers, etc.) required for services and support needs of clergy and leaders.

Supporting the Vicar in administration and in the record-keeping required by the diocese.

- Provide administrative support to the Vicar on all matters relating to baptisms, funerals, weddings, bell-ringers and special events. This will include dealing with enquiries, communications, bookings, and payments.
- Organise statutory documents, including statutory returns for the diocese, certificates, and registers; and ensure that Church records are kept up-to-date.
- With the PCC Secretary, co-ordinate production of the Annual Report in preparation for the Annual Parochial Meetings.
- Deal with photocopying and filing, handle incoming and outgoing post and e-mails, order stationery, Christmas, and Easter cards.
- May be required to take and file minutes outside of PCC meetings.

Premises management and bookings

- Monitor the cleaners and maintain cleaning and general supplies for the parish hall and church.
- Organise window cleaning as required, checking with treasurer for funds availability.
- Inform the PCC, Churchwardens and Vicar of any facilities problems (such as water ingress, and heating defects). Update them when contractors are on Church premises. Liaise with contractors as needed.
- Submit meter readings for gas (two) and electricity monthly.
- Oversee maintenance of all office equipment, and monitor compliance with safety regulation by booking inspections and maintaining service contracts held by the parish (fire extinguishers/alarm, lightning protection, electrical inspection, quinquennial report, tower clock, organ, etc).
- Issue parking permits and keys to entrance gates as required.
- Maintain records of all key-holders. Issue keys and reclaim them.
- Manage all bookings of parish hall, pastoral centre, churchyard and church itself and manage arrangements so that space is efficiently utilised. Maintain accurate records of bookings and their requirements, ensuring safeguarding and risk assessments are provided, completed, and filed.
- Organise access for lettings, and make whatever arrangements are necessary (including those with neighbours) for a wide variety of bookings.
- Maintain a close relationship with the user community, particularly Christ the Saviour School.

Financial Management

- Check all invoices received for accuracy; input promptly into banking system for payment, sending copies to treasurer for approval.
- Verify, process, and track all expense claims submitted such as reimbursement for votive candles, cleaning supplies, flowers, etc.
- Track and pay applicable organist for services weekly.
- Administer staff payroll and pension.
- Issue all event booking invoices at month end, quarterly, school term or annually (as required) for parish hall, pastoral centre, churchyard, and church, and ensure accounts are paid in a timely manner.
- Download bank transactions monthly in excel format to correspond with bank statement dates and send to treasurer.
- Provide additional ad hoc support as required and directed by the Treasurer.
- Along with the Planned Giving Coordinator, count and bank cash collected adhering to audit controls guidelines.
- Download and electronically file bank statements monthly; send to Planned Giving coordinator when requested for Gift Aid submission and to treasurer as required.

- Obtain multiple quotes when purchasing major items, contracting major work for submission to and approval by PCC.

Scope of job description

This list of responsibilities is not intended to be exhaustive, and is subject to review, in consultation with the Vicar and with input from the PCC.

Salary

Salary £12.50 to £15.00 hourly

Hours

Part-time 15 hours per week; fixed work week hours to be mutually agreed upon.

Applications from established job-shares are welcome.

The appointment will be initially for a six-month probationary period with review at three months.

Holiday

28 days annually Some flexibility in terms of working hours may be required, including occasional weekend commitments, time will be allowed in lieu.

Report to

Vicar

Based at

The Parish Hall, Christ the Saviour Church, New Broadway, London W5 2XA

24th January 2022