

THE EATON GROUP OF PARISHES

ST ANDREW'S EATON
Vicar: The Revd Phil Rodd

CHRIST CHURCH, EATON
Vicar: The Revd Dr Patrick Richmond

JOB DESCRIPTION – ASSISTANT PARISHES’ ADMINISTRATOR

PURPOSES OF THE POST

1. To assist the Administrator when s/he is present and to act in place of the Administrator when s/he is unavailable and,
under the management of the Administrator:–
2. To be responsible for the effective performance of administrative tasks for both parishes and the Group.
3. To be responsible for the effective and efficient function of the parish office as the centre of administration, records, publications, communications and copying.
4. To oversee and manage volunteers in the office.
5. To plan, coordinate and record office activities and responsibilities.
6. To record and help plan the activity of both parishes, including Group activities.

MANAGEMENT STRUCTURE

1. The Assistant Administrator will be employed by the Group Council.
2. The Assistant Administrator will be line-managed by the Administrator (or the vicars if the Administrator is unavailable, or the Churchwardens in interregnum).
The intention is to have monthly management meetings and annual review.
3. The Assistant Administrator manages office volunteers.

MAIN RESPONSIBILITIES (all under the management of the Administrator)

Administration

1. Provide administrative support to the Vicars, Churchwardens and others designated by the PCCs.
 2. Be responsible for the efficient running and maintenance of the Parishes’ Office and systems.
 3. Ensure so far as is possible compliance with legal or church requirements, e.g. safety checks, data protection, child protection records.
 4. Attend meetings with line-manager and staff as required.
 5. Compile and circulate agendas and minutes for management meetings in consultation with the Administrator.
 6. Oversee use and maintenance of the office photocopier, printers and other equipment.
 7. Maintain and keep secure portable equipment, and oversee the bookings systems for this.
 8. Maintain stationery and sacristy supplies, e.g. Communion wine and wafers.
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Financial Administration for the Parishes and the Group Council

9. Administrate bank accounts, including banking cheques and monies received.
10. Pay invoices from the relevant accounts.
11. Pay salaries and wages, including tax, National Insurance and pension contributions.
12. Produce monthly, quarterly and year end accounts.
13. Keep and back up financial records.
14. Liaise with PCC treasurers, fundholders, planned giving officers.
15. Communicate financial information to the Parishes' Magazine and the Newsletters.
16. Administrate petty cash for the office, for employees and for other nominated representatives.
17. Maintain the confidentiality and security of all financial matters.

Personnel Management

18. Prioritise and oversee own workload and the workloads of other members of staff, and oversee training and support where needed.
19. Arrange staff meetings, e.g. staff lunches, if the Administrator is unavailable.
20. Keep the office procedures manual up-to-date.
21. Ensure all office staff are informed of changes to procedures in the office.

Communications

22. Ensure that the on-line calendars are kept up-to-date with the churches' and Group activities, and with office tasks and events.
23. Ensure effective responses to telephone, email, post and other communications to the office. (This may involve acting as a receptionist when volunteers are not available.)
24. Act as an effective channel of communication between staff in the office, Vicars, Newsheet Compilers and Parishes' Magazine Editor.
25. Oversee the distribution of the Parishes' Magazine.
26. Oversee the instigation, preparation, printing and distribution of parish cards and leaflets, e.g. Christmas cards, Easter cards, harvest festival cards.
27. Design and produce forms and other publications when required, e.g. Banns forms, banker's order forms, gift aid forms, information leaflets, magazine articles, mail shots and posters.
28. Compile and collate the annual reviews, including accounts, for each parish.

Record Keeping

29. Maintain office files and records and others so specified, backing up computer records.
30. Oversee the annual update of the churches' electoral rolls, and all associated notices, and the full revision due every six years.
31. Assist where necessary with the annual church attendance statistics.
32. Assist with maintenance of the various church lists, e.g. PCC members, sidespersons.
33. Ensure all administration relating to occasional offices is performed, e.g. marriage, baptism and burial registers are up-to-date, quarterly marriage returns are on time, lists of future weddings and baptisms with all details are kept and confirmation letters and information are sent.

Miscellaneous

34. Other such tasks as are helpful to the administration and running of the parishes, as reasonably requested by the line-manager or by either Vicar.
35. This list is illustrative rather than exhaustive and will be reviewed in consultation with management.

Other Information

- Hours:** 12 per week, flexible, with one week-day per week free.
- Starting salary:** £7 per hour, reviewed after 6 months and then annually by PCCs in light of CPI and RPI.
- Leave:** 25 days pro rata plus public holidays.
- Pension:** employer contributes 5% of salary to personal pension scheme.
- Probation:** complete review of post after six months.

- Closing date for application:** 13 March 2010
- Short listing:** 16 March 2010
- Interviews:** 25 March 2010 (morning)
- Starting date:** 19 April 2010 (subject to negotiation)

PERSON PROFILE – ASSISTANT PARISHES ADMINISTRATOR

The parishes seek to employ someone who:–

1. can display honesty, integrity and discretion, and maintain confidentiality and security.
2. has experience of office and financial administration.
3. possesses good computer skills, including demonstrable familiarity with Windows, internet browser, email, word processor and spreadsheet software.
4. is sympathetic with the aims of the Church of England, aware of the realities of parish life and willing to learn about the particular circumstances of the Eaton parishes.
5. is self-disciplined and motivated.
6. is able to work to deadlines and with interruptions.
7. would work well with volunteers, providing appropriate and effective supervision.
8. will comply with Data Protection legislation insofar as it relates to the running of the parishes.
9. will be subject to a CRB check, and will comply with Diocesan guidelines on the protection of children and vulnerable adults.
10. will take a lead role, including attending meetings and negotiating with parish officers and third parties, in the absence of the Administrator.