

# St Lawrence Parish Church

## Job Description – Parish Administrator

<b>Job Title</b>	Parish Administrator
<b>Line Manager</b>	Parish Priest
<b>Primary Working Relationships</b>	Parish Priest Church Wardens Finance Team Premises Committee PCC Secretary
<b>Main purpose of Post:</b>	To co-ordinate the lettings of the premises at St Lawrence Church  To provide administrative support for the parish as directed by the Parish Priest

### Key Tasks

To perform various administration tasks such as, but not limited to:

#### Premises & Lettings

- Co-ordinate the bookings for Church premises (both long term and casual bookings) and perform all associated administration; to include invoicing and monitoring payments received
- Ensure regular maintenance and safety checks are carried out
- Oversee contact with contractors working on site including cleaners, rubbish collections, engineers etc., monitoring standards of work and communicating Health & Safety requirements of Church site
- Maintain resources and consumables used by hirers/church groups e.g. flip charts
- Inform Church Wardens and Premises Committee of maintenance issues, obtaining quotes in line with policy
- Arrange access to premises for parishioners and visitors

#### Administrative Services

- Produce the weekly bulletin and other printed material as directed, uploading onto website as appropriate
- Maintain parish calendar
- Compile/submit returns e.g. CCLI, funerals etc.
- Deal with public enquiries, including parish emails
- Provide administration support to the Finance Team
- Oversee printing equipment and carry out printing as required
- Support the administration of for baptisms, weddings and funerals
- Record keeping and the filing of documents
- Maintain key register under direction of CWs
- Order and check in supplies
- Other administrative task commensurate with the general level of responsibility

## Person Specification

CRITERIA	Essential/ Desirable		Assessment Method	
	E	D	A	I
Good standard of general education, including GCSEs in English, Mathematics – minimum Grade C (or equivalent)	✓		✓	
Successful experience in an administrative role	✓		✓	✓
Strong organisational skills	✓		✓	✓
Sound working knowledge of ICT packages (including Microsoft Office and Desktop Publishing) to carry out the key tasks	✓		✓	✓
An ability to communicate with visitors and parishioners clearly and accurately, using effective oral and written communication skills.	✓		✓	✓
Maintain confidentiality in all appropriate matters				✓
To have experience of working with accuracy and attention to detail	✓		✓	✓
The ability to prioritise, meet deadlines and work on your own initiative, recognising when a decision should be referred to a higher level	✓			✓
Good working knowledge of basic financial administration		✓	✓	✓
To be conscious of and desire to maintain a safe working environment	✓			✓
To be reliable and punctual	✓			✓
To be flexible in your approach to your duties	✓			✓
To be in sympathy with the aims and ethos of St Lawrence Church	✓			✓