

## Job Description:

# Parish Administrator, St Margaret's Church Putney



Salary	£30000 pro rata
Line Manager	Vicar
Contract Duration	Indefinite
Contract Type	Four days per week (between 24-30 hours)
DBS Check Requirement	Standard

## Background

St Margaret's, Putney is a Church of England parish church. We are a welcoming, friendly Eucharistic-based church with an excellent choir and Sunday School. We have an electoral role (membership) of 150 and our average Sunday attendance in 2023 was 105 adults and 20 children. In addition to services, we hold a weekly concert (largely classical music), playgroup and free community lunch as well as other activities. The church regularly hires its spaces - 2 halls, a parish centre, the church and crypt - to a number of groups and small businesses. In a normal year income and expenditure would be expected to be around £250,000. The church is a member of Inclusive Church, a movement which aims at ending discrimination on the basis of gender, sexuality, neurodiversity, race and other characteristics. We are also committed to addressing the impact of climate change and currently have a bronze eco-church award. Throughout the year we support a variety of charities, most notably Christian Aid, Roehampton Community Box and Glass Door. The church is located in West Putney, near Barnes and Roehampton, close to a lot of green space with a diverse demographic. In addition to the nineteenth-century church with built in office, vestry and crypt, there is a recently completed parish centre and two refurbished halls, which during the day house a thriving nursery.

## Job Purpose

- To provide administrative support for the St Margaret's Team
- To manage the Parish Office and vestry supplies
- To control and manage the bookings of the parish spaces
- To oversee the maintenance of the parish spaces
- To ensure the church remains a safe environment

## Relationships

- **Employed**
  - Vicar (full time) (to whom the parish administrator reports)
  - Assistant Curate (full time)
  - Director of Music (part-time)
  - Organist (part-time, to be appointed)
  - Verger/Caretaker (to be appointed)
  - Two cleaning staff
  - Bookkeeper
- **Volunteers**
  - Churchwarden Team
  - Treasurer
  - PCC secretary and PCC members
  - Various community and church roles

## Responsibilities

- **Office Management and General Administration**
  - You will oversee the general running of the office and administration system based on ChurchSuite
  - Provide administrative and organisational support to the clergy
  - Manage correspondence on behalf of the church
  - Lead on administration for Baptisms, Weddings and Funerals, sending/receiving forms and liaising with clergy, organists, funeral directors etc.
  - Maintain records and registers and making parish returns to the Diocese of Southwark
  - Oversee and support the Verger/Caretaker in managing the church and church buildings
  - Manage the heating and monitor the energy use of parish spaces
  - Monitor and re-stock first aid kits across all sites
  - Order all office and cleaning supplies for staff and volunteers
  - Manage the key register and the switch of keys between role holders, and security of the church buildings
  - Maintain robust filing and archiving systems in line with GDPR
- **Finance**
  - You will support the church's financial management by:
    - Issuing invoices and ensuring they are paid on time
    - Ensuring invoices to the church as well as regular payments are paid in a timely manner
    - Assisting the bookkeeper to make sure fees and payments are allocated correctly.
    - Assisting the treasurer as required in completing annual financial report

- **Policies**
  - You will help to ensure that the church is a safe place to be by:
    - Working with the Safeguarding Officer to ensure that an appropriate Safeguarding Policy (in line with the diocese of Southwark and Church of England) is in place and is followed for vulnerable adults, young people and children
    - Administering DBS checks for all staff and relevant volunteers and keeping a register of all checks.
    - Liaising with the parish safeguarding officer to ensure all safeguarding training is completed as required.
    - Ensuring that our Health & Safety policy is maintained, updated and adhered to.
    - Maintaining GDPR compliance
  
- **Bookings**
  - You will manage all bookings for the use of church spaces, using ChurchSuite:
    - Managing and maintaining good relationships with regular hall and church users
    - Ensuring events, all occasional and regular church services are booked into the church diary
    - Planning the diary with the vicar and team
    - Ensuring the staff, volunteers or Caretaker/Verger are aware when required to be in attendance at a function/event.
  
- **Office Hub – IT and Communications**
  - You will oversee the Team’s IT and communications systems:
    - Helping communicate clearly within the staff team, the wider St Margaret’s Team and the church and community generally
    - Being the first point of contact ensuring that calls and emails are sensitively handled and followed up
    - Overseeing the office IT and data management systems
    - Helping maintain the website content
    - Working with the Vicar and volunteer teams to help produce both externally focused and church focused communications, including social media, and weekly newsletters.
    - Preparing publicity for events
    - Supporting the creation of orders of service when required
    - Monitoring holiday time.
  
- **General Duties**
  - Undertake any other duties that may reasonably be required of this post holder, as directed by the Vicar

# Person Specification: Parish Administrator

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Providing administrative support to an organisation</li> <li>• Managing diaries for individuals and a team</li> <li>• Using databases and social media in an organisational environment</li> <li>• Managing the organisation of an office/building</li> <li>• Invoicing/building relationships with clients</li> </ul>	<ul style="list-style-type: none"> <li>• Acting as personal assistant or executive assistant</li> <li>• Experience of managing events</li> <li>• Understanding of bookkeeping in a charity setting</li> <li>• Working with volunteers</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• General knowledge of church worship and demands of ministry</li> <li>• General knowledge of broader structures of the Church of England</li> <li>• Excellent administrative skills</li> <li>• Able to juggle a broad range of responsibilities</li> <li>• People skills, relating well to leaders, teams and volunteers</li> <li>• Recognising confidential or sensitive issues and deal with them appropriately</li> <li>• Overseeing IT and office systems</li> <li>• Ability to use MS Word, Excel, Squarespace and social media platforms</li> <li>• Good numerical skills</li> <li>• Exceptional time management and focus, with proven ability to prioritise</li> <li>• A good communicator with a command of spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with ChurchSuite</li> <li>• A more detailed knowledge of church worship and ministry</li> <li>• A more detailed understanding of the structures of the Church of England, e.g. at Diocesan level</li> <li>• Managing external contractors</li> <li>• Understanding of historic buildings</li> <li>• Understanding of canon law and faculty process</li> <li>• Advanced skills in web design</li> <li>• Knowledge of Canva, Indesign or other tools for marketing/design</li> <li>• Experience in large events organisation</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• To be in sympathy with the ethos of the Church of England and a willingness to promote its work</li> <li>• a warm, friendly and welcoming personality, able to listen and deal with people appropriately and sensitively</li> <li>• Able to recognise and respect the confidentiality of the role.</li> <li>• A proactive and self-motivated team player</li> <li>• Flexible and innovative, adapting to change</li> <li>• Able to maintain good boundaries</li> <li>• Honest and straightforward</li> </ul>	<ul style="list-style-type: none"> <li>• A knowledge and understanding of the role of faith and religion</li> <li>• Experience of dealing with people in difficult circumstances</li> </ul>

## Terms and Conditions

Detailed terms and conditions will be contained in the post-holders Contract of Employment. 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 eight weeks' notice on either side will be required.

Annual paid holiday entitlement is 20 days (5 weeks) per year plus public holidays. Leave should be arranged in advance with the vicar, bearing in mind the particular demands of preparation for major church festivals. Leave should not be taken in the week before Christmas and Easter.

You will be expected to work 4 days per week. Overall patterns of working can be negotiable, but most work will be during normal office hours (9am – 5pm) and will include a regular weekly staff meeting on Monday morning.

This employment position will be automatically enrolled, into the National Employment Savings Trust (NEST) pension scheme, (3% employer contribution, 5% employee contribution), after 3 months, subject to the rules governing the scheme and the tax reliefs and exemptions available from HM Revenue and Customs.

Your principal office space will be at St Margaret's, Putney on Putney Park Lane. Some home working may be possible by mutual agreement.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.

## Applications

Please submit a CV with a covering letter by email to the Revd Dr Brutus Green: [vicar@stmargaretsputney.org](mailto:vicar@stmargaretsputney.org)

**Closing Date for applications:** Monday April 22<sup>nd</sup> 2024 at noon. **Interviews** are expected to take place at the end of that week, or beginning of the following week.

