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**Parish Administrator – Role Description**

**Job Title:** Parish Administrator

**Supervisor:** Rev. Robert Glenny **–** The Rector

**Location:** Parish office – Radley Church Room, Radley, OX14 2JN

**Hours:** 10 hours per week, to be worked flexibly between Monday and Friday

**Salary:** The self-employed rate of pay is the National Living Wage (£572/month paid

monthly by Standing order)

An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required.

**Summary of role**

We are seeking a friendly, enthusiastic, and skilled administrator to support the mission and ministry of our three-parish benefice. The parish administrator has a key role in assisting both clergy and laity in the running of the benefice. They will also assist the Rector in his capacity as Area Dean with any additional administrative needs.

**Key objectives**

**Administration**

Competent management of the church’s routine administration and online calendar. Keeping parish records up to date. Assisting with preparation of materials for worship.

**Communication**

Liaising with both clergy and key laity to ensure that events and services are well prepared and planned. Communicating with those seeking weddings, baptisms, and funerals and other pastoral enquiries.

**Church Promotion and Marketing**

Management and production of church promotional materials, including the website, social media, and notice boards to a consistently high standard.

**Key responsibilities**

**Administration**

The Parish Administrator will facilitate the smooth running of the churches and parish office. This objective will be met by the following tasks:

* Being the first point of contact for the benefice office and handling routine parish enquiries.
* Receiving and handling telephone enquiries, post, emails and other communications, etc., directing to the appropriate person as necessary.
* Managing the church’s online calendar.
* Producing worship-related materials (in consultation with church officers), such as weekly pew sheets, orders of service, choir music, etc.
* Maintaining and keeping up to date the parish registers and records.
* Assisting the rector in management of the churchyard and graves.
* Maintaining a database of contact names and addresses necessary for electronic mail-outs.
* Overseeing the maintenance of the IT system and office equipment (computer, photocopier, telephone system, etc.); purchase of stationery and other office and church consumables.
* Supporting the Rector in his role as Area Dean with any additional deanery administration. (NB, this part of the job will be paid by the Deanery rather than the parish)

**Communication**

The Parish Administrator will in many instances be the first point of contact with those seeking weddings, baptisms, and funerals. The y will communicate with these groups and others on behalf of the church. This objective will be met by the following tasks:

* Having a basic understanding of the legal preliminaries for weddings, and liaising with the rector to ensure that couples are supported with the calling of banns, licenses, etc. Full training will be given to support this.
* Managing the church calendar to ensure there are no clashes with funerals and other events during the week.
* Ensuring the timely processing of fees associated with weddings and funerals, and helping co-ordinate bell-ringers, organists, etc, and communicating with parish treasurers. Keeping treasurer and churchwardens informed about details of funerals, etc.
* Welcoming families for baptism and service of thanksgiving for the gift of a child, and ensuring that the church’s policies are followed.

**Church Promotion and Marketing**

The Parish Administrator will be responsible for ensuring that all promotional materials including the website are up to date and of a high quality. This objective will be met by the following tasks:

* Updating the church website as necessary, in partnership with the Rector and others.
* Communicating with the parish via social media.
* Keeping noticeboards up to date.
* Supporting any additional communication of events and activities through printed materials.

Other duties may be required from time to time that are commensurate with the responsibilities of the post of Parish Administrator.

**Additional information**

The hours for this role are flexible throughout the week, though a reasonably consistent pattern of work is desirable. There is a requirement for some of this to be conducted from the Church Office but in consultation with the Rector, some tasks can be done by working from home.

This is a self-employed role.