

Job Description: Parish Administrator

Locations

St Andrew's Church, Mingle Lane, Stapleford, Cambridge, CB22 5SY
The Verger's Cottage, 1 Gog Magog Way, Stapleford, Cambridge, CB22 5BQ

Type

- Part Time, hours negotiable and flexible, but initially the range of 10-14
- Fixed Term for 3 years, with the potential to extend
- Reports to Vicar and the church council (the Parochial Church Council or PCC)
- Salary negotiable. Current rate is £15.25 per hour, paid on a regular monthly basis for the contracted hours, plus any overtime hours needed
- Pro rata 25 days annual leave
- Plus pro rata 8 bank holidays
- 3 days at Christmas
- Working days to include at least one fixed day per week, preferably Thursdays
- Sick pay at full pay, then SSP, if eligible
- Pension, if eligible
- Probation 6 months

St Andrew's Stapleford

We are a vibrant, happy, broad church with members from varied Church of England and other backgrounds. We are seeking an enthusiastic person to join our committed and positive team. See our website <http://standrewstapleford.org/>

Role description

We know that this is a long list of tasks, so please do not be put off if you feel you can't tick every box.

General role

- being one of the first points of contact for the church, usually by email, dealing with inquiries in a welcoming and friendly way, and forwarding them as appropriate
- liaising with and providing administrative support to the Vicar and church officers in their duties
- supporting and working alongside a range of church volunteers

General administration, assisting the Vicar

- weekly tasks include printing service sheets, preparing reading sheets for use in church, reporting hymns & songs used on copyright system, and preparing large font materials for the partially sighted
- monthly tasks include preparing and printing service sheets for Messy Church
- keeping funeral, baptism and wedding logs up to date, and using the same for invitations to services
- ordering church, office, Johnson Hall and Verger's Cottage supplies
- ad hoc tasks including sorting old records and scanning them to digital files

Support for church meetings, assisting the relevant church officers

- attending and taking minutes for both the Parochial Church Council and the Fabric Committee meetings (mostly on Zoom), sending draft minutes to the chair, and circulating final draft to members for revision
- assisting in the preparation and collation of papers for the church's annual meeting, circulating statutory notices and nomination forms relating to the election of church officers, and taking minutes at the meeting and circulating draft

Electoral Roll, assisting the Electoral Roll Officer

- assisting the Electoral Roll Officer in the revision and maintenance of the electoral roll

Church Music, assisting the Director of Music

- photocopying, collating and printing music as required
- ordering new music as required

Safeguarding administration, assisting the Parish Safeguarding Officer

- maintaining limited secure hard copy and online files

Johnson Hall and Verger's Cottage administration

- taking bookings and sending out invoices
- supervising the cleaner

Maintenance of buildings, assisting the chair of the Fabric Committee

- assisting with the administration of maintenance of the church, the Johnson Hall and the Verger's Cottage
- maintaining calendar of regular works
- ensuring that contractors are being appropriately met and given access to premises, and occasionally doing so in person
- preparation for the required five-yearly church inspection

Publicity, social media and website, assisting the Vicar and others

- preparing and/or printing posters and fliers and distributing them in church and to local notice boards in the village
- basic updating to weekly church email ready for it to be finalised and sent
- preparing weekly social media posts and scheduling them
- accessing and responding to messages sent to the contact us section of the website
- some updating of the website
- maintenance of online church members database
- updating website with news and other articles

Financial, assisting the Treasurer

- carrying out a basic bookkeeping function using Intuit (Quickbooks) and online banking
- tracking online, cash and cheque regular and one-off donations and ensuring they are allocated to the correct fund
- liaising with Verger who pays in donations by cash or cheques
- receiving email and hard copy invoices, storing them, ensuring correct authorisations are in place and are recorded, and setting up online payments
- making payments to the church mission link organisation in Tanzania
- reconciling bank account and Intuit entries

Stapleford Messenger

- preparing draft monthly diary of church services
- assisting with sending out of invoices to regular advertisers and chasing up payment

Person Specification

- sympathetic to the Christian faith and to the Church of England and the importance of its local role
- willing to attend occasional Sunday or other services so as to be recognised by the congregation
- having integrity, with strong ethical values consistent with the role
- friendly and reasonably outgoing
- trustworthy with confidential information
- well-organised and a motivated self-starter, with good and varied administrative experience
- having a sensitive, inclusive approach, and being prepared and willing to connect with all in our diverse community
- being a team player, with good verbal, written and digital communication skills

Requirements

- able to travel to Stapleford and work in the office in the Verger's Cottage
- able to take part in online meetings from home as needed
- right to work in the UK
- able to use Microsoft Office 365, Adobe, Canva and Intuit (Quickbooks), or to be willing and able to receive training and learn any you do not yet know

You will receive

- support from the Vicar, Parochial Church Council and church officers
- opportunities for further training courses as deemed appropriate
- reasonable expenses

Equal Opportunity Statement

St Andrew's is an equal opportunities employer and complies with the Equality Act.

Application method

Informal contact to find out more about the job is welcomed. Email our Churchwarden, Alastair MacGregor, on armacgregor@ntlworld.com, in the first instance

Apply by filling in the application form and emailing it to our Churchwarden, Alastair MacGregor, on armacgregor@ntlworld.com.

Deadlines

The deadline for applications is **Friday 28 February 2025**.

Interviews will be in the **week beginning Monday 24 March**.

The proposed start date is the week beginning **Tuesday 22 April** or as soon as possible after that date.