**Church Administrator – Otley Parish Church**

**Job Description and Person Specification**

**Role**

We are looking for a gifted, experienced and skilled administrator to come and join Otley Parish Church on a flexible, part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar and church leadership team.

As a Church, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs and work actively in this strategic role to support our ministry and vision. As well as providing effective administration within the church, the post-holder will be a key face and voice of the church to the wider community.

This position requires a significant degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. The post-holder will need confidence and be able to demonstrate organisational, financial, communication and interpersonal skills.

**Location and Hours**

This post will be based in the Church Office located in The Chestnuts which is adjacent to Otley Parish Church.

The role is envisaged for around 15 to 16 hours a week with flexibility possible in the distribution of these hours. However, some core time would usually be required on a Friday to ensure all is in order for activities throughout the weekend. Also, some hours may be required for the post-holder to attend occasional evening or weekend meetings.

**Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment. Two satisfactory references, medical form and DBS disclosure will all be required.

The salary will be around £10.65 per hour paid monthly in arrears by bank transfer. (Note that we use the Local Government NJC Pay Scales to guide us here and the rates for 2021 have not yet been published.)

The gross annual salary will therefore be up to £8,860 – although there is some flexibility for the right candidate.  
Remuneration will be reviewed annually in September.

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. At this stage the job responsibilities will be re-evaluated to check the hours are sufficient and the remuneration is fair for the work being done. 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 one month's notice on either side will be required.

Access to a stakeholder pension scheme will be available following completion of the probation period. Further details will be available from the Treasurer.

Annual paid holiday entitlement is 5 weeks annually, plus one week after Christmas. Leave should be arranged in advance with the Vicar and nominated Church officer, bearing in mind the particular demands of preparation for major church occasions.

The nominated Church officer will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar or nominated Church officer and will be paid at the hourly rate.

**Key Responsibilities**

**1) Support the Otley Parish Church vision and mission statement to be ‘A Place For Everyone With Christ At The Centre’.**

**2) Office Management and General Administrative Duties**

a) Supervise and facilitate the day-to-day administrative operations of the Church, in close co-operation with the vicar.

b) Staff, manage and maintain the church office at the Chestnuts, providing administrative support for church activities, ensuring a safe and clean working environment.

c) Supervise, and co-operate with, other users of The Chestnuts, especially the Otley Christian Resources Hub which is currently based there.

d) When appropriate, attend the weekly meeting of the Wardens’ team. This currently takes place on Monday mornings.

e) Administer the church diary, arranging appointments and setting up meetings when requested. Maintain paper and online calendars of key church dates and events.

f) Administer the bookings for the Parish Room and The Chestnuts. Liaise with the vicar and the Events Team about bookings for the Church building.

g) Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensure that church records and databases are kept up to date in compliance with Safeguarding and GDPR best practice.

g) Order supplies and equipment for the office and church ministry as necessary.

h) Assist with maintenance and service contracts held by the parish, (e.g. organ tuning, pest-control, fire safety, boiler inspections etc)

i) Encourage, develop and manage volunteers to assist with administrative activities.

j) Liaise annually with the publishers of the church pocket diary and arrange for the correct parish information to be included/updated.

**3) Financial Administration**

a) Assist the church treasurer with keeping financial records, including general bookkeeping, paying of bills, paying in of monies and an office-based petty cash system.

b) Maintain and manage a group of Sunday collection counters, handling the weekly Collection Sheet Summary, collection bags and banking of cash.

c) Check regularly for wedding/funeral forms in the blue folder and treasurer’s tray in the vicar’s vestry.

d) As they come in, record the emailed fees forms (PF1 and PF3) from clergy for weddings and funerals. Check they match with the PF forms.

e) Assist the treasurer to contact energy consultants, arrange energy contracts and supervise the use of gas and electricity through meter readings and checking bills.

f) With the treasurer, supervise the card reading facility and those looking after its day to day use.

g) Order and arrange, with the treasurer, distribution of giving envelopes.

h) Deal confidentially with enquiries about standing order forms, Gift Aid declarations and the Parish Giving Scheme.

i) Assist the treasurer in completing quarterly Gift Aid returns to HMRC.

**4) Parish communications**

a) Oversee general parish correspondence, including post, email and phone messages.

b) Act as first point of contact for all enquiries whether in person, or by phone, post, email etc. ensuring they are dealt with politely and professionally and followed up by appropriate action.

c) Ensure internal and external notice boards are kept tidy and up to date.

d) Assist with the production of parish publications as requested: eg. the weekly notice sheet, the parish magazine, etc.

e) Co-ordinate occasional parish mailings, including printing and distribution.

f) Assist with the production of the parish's Annual Report in preparation for the Annual Church Meeting.

g) Assist with keeping the parish website up to date.

h) Convene the parish Communications Team, take meeting notes and write occasional update reports for the PCC.

**5)** **Administrative Support for Worship**

Provide administrative assistance to the Vicar and service team as requested for regular worship and occasional offices. This may involve managing rotas, copyright licenses, producing service sheets, liaising with different groups, dealing with enquiries etc.

**This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar and nominated Church officer.**

**Person Specification**

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| **Requirement** | **Essential /**  **Desirable** | **How assessed** |
| **Qualifications**  • (degree or diploma) | Desirable | Via CV |
| **Experience**  • experience of working in similar role  • experience as a team or project leader  • experience of church ministry/mission  • experience of premises management  • general accounting/payroll experience | Essential  Desirable  Essential  Desirable  Desirable | Via CV and interview  Via CV and interview  Via church reference  Via CV and interview  Via CV and interview |
| **Knowledge**  • knowledge of church worship/ ministry  • knowledge of the Church of England -  worship, ministry and structures | Essential  Desirable | Via church reference  and interview |
| **Essential Skills and competencies**  • excellent interpersonal communication  skills - written and oral  • strong attention to detail  • general office and clerical skills  • confident IT skills-especially Office365 and  common office and social media software  • strong planning skills with ability to work  autonomously and manage workload  • excellent organizational skills  • ability to work flexibly |  | Via CV, interview and references |
| **Essential Personal Attributes (will/will be)**  • A sensitive listener  • Able to deal with matters of  confidentiality, and sensitivity  • Able to make decisions and take  initiative  • Motivated to deliver high quality output  • Able to manage the unexpected  • Enjoy learning and new experiences  • A person of Faith |  | Via CV, references  and interview |