



Job Description

- Title:** Parish Administrator
- Reports to:** Rector, Fr Sebastian Hamilton
- Accountable to:** Parochial Church Council
- Hours:** Part Time – 18 hours per week (to be reviewed in 10 Months, to ensure that these meet the demands of the role)
- Salary:** Up to £14 per hour, dependent on experience
- Place of Work:** St Clement's Parish Office, in the Church Hall.
- Closing date:** CV and cover letter to the Rector, Father Sebastian Hamilton (vacancies@stclementsandwich.org.uk), by midday Friday 26th April 2024

Context

St Clement's, Sandwich, is looking for someone well organised and highly competent, with a strong attention to detail, to take on the newly-created role of Parish Administrator. St Clement's is the Anglican Parish Church of the ancient town and Cinque Port of Sandwich, working in a Benefice alongside Ss Peter and Paul's Parish Church, Worth.

This is an exciting opportunity for someone who enjoys administrative work to perform a varied and interesting job in the heart of the parish. Together with the Rector you will have the opportunity to establish the systems and software that you will use day-by-day. You will need to be able to work unsupervised, deal with people from all walks of life, respond to the unexpected, and stay organised. You will need to have an eye for detail, and have excellent communication skills both oral and written.

The role is based in the Parish Office, in our Church Hall, on Church St St Clement's, Sandwich. Precise working days will be negotiated with the successful candidate, and there is a flexibility to make the role's hours suit your lifestyle.

The individual appointed to this role will be required to work within the PCC's policies and procedures, in particular but not limited to the relevant safeguarding and data protection policies, and attend all required training. An enhanced DBS check is required for this position.

St Clement's Parochial Church Council welcome applications from all suitably-qualified candidates, irrespective of gender, disability, marital or parental status, ethnic or social origin, religion, belief, or sexual orientation. Notwithstanding this, there is a requirement that applicants are in sympathy with the Christian faith and the mission of our Church.

Key Tasks

1. To manage the day-to-day administrative tasks of the church, specifically:

- To develop and implement new administrative systems as required. As this is a new role, there is an opportunity for the new candidate to work closely with the Rector to establish new, long-term, sound administrative systems;
- Using email and a range of software in order to respond appropriately to enquiries and other correspondence;
- Updating A Church Near You website with details of the church and its services;
- To help with maintenance of website and social media presence;
- To maintain email mailing lists, and produce new regular mailouts;
- Ensuring church records are kept up-to-date;
- Curating and maintaining filing systems of both electronic and hard copy documents, including Inventories and Log Books;
- To ensure that data protection laws are being adhered to in relation to the storage of data, and review and update policies alongside the PCC;
- Ensuring Health and Safety at work policies are followed;
- To arrange regular testing for electrical equipment, fire, and safety devices;
- Liaising closely with Rector, Churchwardens, Treasurer, Director of Music, and other Church members to provide appropriate administrative support;
- Acting as initial point of contact for baptisms, weddings, and occasionally funerals, and working with the Rector to maintain a database of such services;
- Fielding local/family history questions, including the churchyard;
- To assist the Church's volunteer Treasurer from time to time, and prepare invoices for weddings, funerals, and other services and events;
- To maintain appropriate levels of skills and training as required by the post;
- Producing and printing weekly Sunday Booklets, special service booklets, and other print media in a timely manner;
- To discharge any other reasonable duties, which may be required by the Rector and Churchwardens from time to time.

2. Hall Hire:

- Acting as initial point of contact for Hall bookings, maintaining calendar, and organising invoicing/payments as required;
- Producing Hall Hire Agreements for hirers and tracking their receipt and acceptance, chasing as appropriate to make sure signed copies are received;

3. Office duties:

- To maintain the condition of the office and arrange for necessary repairs;
- Maintaining stocks of stationery at an appropriate levels;
- Keeping the office tidy and fit for purpose.