

St Augustine's Church - Parish Administrator

Role, Responsibilities & Person Specification

Role/Job Title: Parish Administrator / Personal Assistant

FT/PT: Part time

Reports to: Church Warden / Vicar

Location: St Augustine Church Hall, Bucklesham Road, Ipswich

Key Purpose of the Role:

- Primarily responsible for the running of the Parish Office and secondly Personal Assistant to the Vicar
- Co-ordination of general administrative life of the church
- Work as an integral member of the Church Staff Team
- Ensure that the essential administrative tasks associated with the Parish Office are carried out

Principal Responsibilities (none prioritized order):

- Providing P.A. and secretarial support for the vicar which may include
 - ◆ acting as a first point of contact: dealing with correspondence and phone calls
 - ◆ managing diaries and organizing meetings and appointments, and may require controlling access to vicar
 - ◆ reminding the vicar and wardens of important tasks and deadlines
 - ◆ typing, compiling and preparing reports, presentations and correspondence
 - ◆ managing databases and filing systems
 - ◆ implementing and maintaining procedures/administrative systems
 - ◆ liaising with staff, volunteers, suppliers and clients
 - ◆ miscellaneous tasks to support the vicar such as completing some governance tasks to ensure that the church is complying with legislation and church regulations.

- Providing secretarial support for the clergy (and church officers) and, as appropriate, for church groups (includes typing, photocopying and mailings).
- Management of office volunteers.
- Production of parish publications (including bimonthly newsletter, weekly notice sheets, annual reports, service sheets, service presentations, event publicity etc).
- Minute taker to the Parochial Church Council (PCC) and its Standing and Finance Committee (SFC)
- General planning and communication of the church calendar (with assistance).
- Planning and oversight of general office budgets in consultation with treasurer.
- Ensuring office equipment is maintained and identifies need for upgrading.
- Maintaining office records and files.
- Maintaining the Church Electoral Roll
- Co-ordinating Church Hall booking.

Resources for which the post holder is likely to be accountable:

- **People:** Office volunteers
- **Budget:** As assigned by the Treasurer

Principal Working Relationships: Vicar, Curate, Churchwardens, Treasurer, Vergers, and Hall Caretaker.

Person Specification:

Essential Skills & Experience

- **Experience**
 - Self-motivated and personable, happy to work alongside others.
 - A commitment to the purpose and work of St Augustine's Church.
 - An ability to multi-task and willing to learn
 - Strong organizational skills and flexibility to cope with deadlines and busy periods.
 - IT competent and able to use various software packages including Microsoft Office, web management and media systems

- **Skills**

- ✓ **Leadership/Motivation** - Excellent interpersonal skills & enthusiasm.
- ✓ **Confidentiality** – Exhibit discretion when required.
- ✓ **Problem Solving** - Innovative and pragmatic.
- ✓ **Self- Management** - Self-motivated and quick to learn new skills, good personal organization.
- ✓ **Planning & Organization** - Well organized, planning skills.
- ✓ **Team Work** - Team player
- ✓ **Communication** – Listening and writing
- ✓ **Continuous Improvement** - Generation of New Ideas.

Desirable Skills & Experience:

- **Experience**

- Office management
- An understanding of Church life

- **Skills**

- Comprehensive knowledge of running an office and managing people.