**The Parish of St Andrew Biggleswade**

**The Diocese of St Albans**

**Role Description: Parish Administrator**

Part-time HOURS: 9 hours/week (worked as 3 hours per day Monday, Tuesday, and Thursday)

**LOCATION**: The Chapter House, St Andrew’s Church, Shortmead Street, Biggleswade SG18 0AT

**LINE MANAGER/REPORTING TO:** The Vicar

**KEY RELATIONSHIPS**: Vicar, Churchwardens, PCC Secretary and Treasurer

**BACKGROUND**

The Parish of St Andrew Biggleswade is a large, busy parish which covers the whole town including several sizeable new housing developments. The population is about 22,000 people. This is a new post and an exciting opportunity for the holder to have a positive effect on the running and organisation of the parish, supporting ministry and enhancing the life and mission of the parish as we enter a new era post pandemic. A number of tasks such as magazine editing and printing, rotas, etc are carried out by volunteers, and a key role will be to liaise with these volunteers concerning use of resources and office space.

**ROLE**

To aid the smooth running of the administration of church, church hall, and office e.g. ordering of supplies and equipment and overseeing the day-to-day enquiries of the Parish. The Parish is looking for a skilled and enthusiastic administrator to come and join our Parish team on a part-time basis to support the Vicar and the church. The purpose of the role is to facilitate the day-to-day administrative operations of the church, working closely with Officers of the church. As a faith-based organisation and place of Christian worship, our beliefs are central to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision. As well as providing effective administration within the church, the post-holder will be expected to be a key representative and voice of the church to the wider community, from answering emails and the phone to dealing with enquiries. This position requires professionalism and the ability to work in an ever-changing environment where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need to be competent in communication, interpersonal and IT skills.

**MAIN DUTIES AND RESPONSIBILITIES**

1. To deal with all enquiries relating to parish duties: Baptisms, Banns of Marriage, Weddings, and Funerals. Managing the effective systems that ensure these “Occasional Offices” are followed up and carried out as requested/planned; liaising with the PCC Treasurer regarding fees; and ensuring good communication with the people concerned.
2. To aid the smooth running of the administration of the church and office by ordering supplies, equipment, etc. and receiving deliveries.
3. Maintaining the Parish Diary.
4. Prepare weekly notices for dissemination via paper copies, website, and email as appropriate.
5. Administration support to the Vicar
6. At the beginning of each month, liaise with person responsible for producing weekly altar copies of Collects, readings and Post Communion prayers to ensure readiness for distribution.
7. Maintaining the Baptism, Wedding, and Burial Registers.
8. Assisting with the statutory reporting requirements: ensuring all appropriate returns are made to the Registrar and the Diocesan Office as required. Liaising with the appropriate church officers to facilitate these processes.
9. Security: Developing a record of all key holders.
10. General filing: Ensuring all filing systems and databases are kept in good order.
11. Maintaining confidentiality at all times. This list of responsibilities is not intended to be exhaustive, and is subject to review in consultation with the post-holder and the Vicar.

**GENERAL CONDITIONS**

Diversity: The Parish is an equal opportunity employer.

Standards of Behaviour and Conduct: Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals.

Health and Safety Responsibilities: All Church staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act (1974) not to endanger themselves or others and by the Management of Health and Safety at Work Regulations (1994) to co-operate with others in the control of health and safety at work.

Staff are required:

* to be familiar with health and safety procedures;
* to be familiar with accident and emergency procedures relevant to their area of work;
* to make themselves familiar with the findings of any risk assessments which might affect them;
* to inform the Vicar or church wardens immediately of any health or safety deficiencies or dangerous situations or concerns;
* to set a good personal example in respect of health and safety

Confidentiality: Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Vicar.

**Other Information**

An Enhanced DBS check will be required before employment commences.

The parish operates a no-smoking policy within the workplace.

Terms and conditions of employment: The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. The post is offered on a yearly contract. There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter, appraisals will take place at least annually. 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. Changes may occur over time and the post-holder will be expected to agree any reasonable changes to the job description that are commensurate with the job and in line with the general nature of the post. The post-holder would be consulted about any changes before implementation.

**Salary**

The salary will be £10.00 per hour paid monthly in arrears by direct bank transfer. Remuneration will be reviewed annually.

**Annual leave**.

Annual leave (AIL) entitlement is 4 weeks plus statutory Bank Holidays (BH). This is equivalent to: 20 days AIL + 8 statutory BH (pro-rata equivalent to 12 days (36 hours) AIL + 4.8 days (14.5 hours) statutory BH). Any leave will be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals. Annual leave must be taken between 1st January and 31st December each calendar year

**Sick Leave**

Sick leave will be granted under the following terms: Sick leave will not be paid during the first 3 months of the probationary period. You may be entitled to statutory sick pay during this time. Two weeks per year in the first two years of employment. Three weeks per year in the third and fourth years of employment. Four weeks per year in the fifth and subsequent years of employment. Notify the vicar that you are unwell at the soonest possible time; preferably before you are scheduled to work. Sick leave will be paid according to the hours that you would normally be expected to work (that is: 3 hours per day, 3 days per week = 9 hours per week). This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder.

**PERSON SPECIFICATION**

A good command of numeracy and literacy.

Experience of secretarial/administrative role.

Experience of working with a range of I.T software including Microsoft Word, Publisher and Excel.

It would be desirable to have some experience of Church worship and ministry

Ability to manage an office environment with attention to detail and accuracy.

Ability to show initiative and good time management.

Ability to work independently and as part of a team.

Be able to prioritise work and be able to work without direct supervision.

Be able to demonstrate good communication both oral and written.

Ability to respect confidentiality, discretion and show compassion to others