

**Parish Administrator
for the Parish of Durham St Giles
(with St Mary's Sherburn and St Cuthbert's, Shadforth)**

ROLE DESCRIPTION

Name of Church: St Giles Church, Durham

Job Title: Parish Administrator

Main Purpose of the role:

The Parish Administrator's main task is to provide administrative and secretarial support to the clergy and senior lay officers of the church and so to assist in the mission of the Church.

Duties to include:

1. Providing an administrative service for the Priest-in-Charge, Churchwardens, the Standing Committee and other clergy attached to the parish.
2. Managing the parish phone and parish computer, e.g. passing on messages, taking any action necessary resulting from such messages.
3. Managing the parish photocopiers, including usage, liaison with hire companies about bills and repairs, training others in usage.
4. Preparing the rotas for church services in all three churches in conjunction with the clergy.
5. Preparing a rota of dates for baptisms and weddings in all three churches and taking bookings.
6. Preparing legal marriage documents in advance of wedding services in all three churches.
7. Typing and printing documents as required (these may include letters, forms, church publications, orders of service, weekly news sheet, posters etc.).
8. Being responsible for church bookings and invoicing hirers.
9. Maintaining the pastoral databases (baptisms, wedding, funerals and membership lists) within GDPR with a high degree of accuracy and liaising with the magazine publishing team in this area.
10. Being able to undertake mail shots and to co-ordinate the publicity work of the Church.
11. Maintaining the parish office including the parish filing system in a tidy and orderly working space and being responsible for stationery supplies.
12. Manage the payroll for parish staff, and managing general invoicing as required.

13. Providing administrative assistance in any projects concerning the maintenance of or improvements to the church building and liaising with contractors.
14. Managing and maintaining the parish website and social media profiles.
15. Any other secretarial or administrative tasks requested by the Priest-in-Charge or Church Wardens.

Place of Work:

The employee will usually work from the Parish Office, St Giles Church, although s/he may, by mutual agreement and arrangement, occasionally work from her/his home address.

Hours of Work:

The employee's working week consists of 15 hours per week. The employee will usually work 10 hours early in the week and 5 hours later each week. There may be scope for varying these hours for the right candidate. Occasionally the employee may be asked to work some (unsocial) hours outside this arrangement with time off in lieu.

The employee is entitled to 12 days paid holiday per annum. In addition the employee is entitled to all bank holidays and a "week off" between Christmas and New Year when the Parish Office is closed.

Who you will be responsible to

The Parish Administrator is line managed by the Churchwardens of St Giles Church, Durham.

Training requirements

Training will be provided on Safeguarding and GDPR. Further training needs will be identified when the employee commences the role and appropriate provision will be provided.

Support you will be given

St Giles Church is supported by a curate, lay officers including the PCC and Standing Committee. The Church has a number of volunteers that support the function of the Parish Office. Upon appointment the post holder will be given an appropriate induction to the three churches and the Parish Administrator role.

General Information

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults.

The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training. St Giles Church Safeguarding Policy can be read here: [Safeguarding | St Giles Church, Durham \(stgilesdurham.org.uk\)](https://stgilesdurham.org.uk)

Person Specification

The Parish Administrator will have as **essential** skills and qualities:

1. Good IT skills, including the ability to use a variety of word-processing and publishing packages (*Word, Excel, Publisher*), and thereby be competent to produce a range of documents (letters, forms, orders of service, posters);
2. Good office management skills, including the ability to manage a filing system, to work in a self-motivating and orderly fashion and to deadlines;
3. Basic accounting skills and the ability to manage spreadsheets;
4. Good people skills, specifically the capacity to conduct conversations with a wide range of people, face to face and on the telephone, with courtesy, effectiveness and pastoral sensitivity;
5. The quality of trustworthiness both with confidential pastoral information and with church property and records;
6. A strong commitment to the ethos and mission of St Giles Church.

The Parish Administrator could have as **desirable** skills and qualities:

1. Good accounting skills such that they could share in the management of the Church's finances;
2. A knowledge of the Christian faith and the workings of the Church of England which they could offer within the life of St Giles Church.