

Parish of All Saints Church, Boyne Hill, Maidenhead

Parish Administration Assistant

Job Description

Reports to: Parish Office Administrator
Location: Parish Office, All Saints Church,
Hours: 15 hours per week, ideally mornings spread over 3 or 4 days. Work pattern to be agreed
Salary: £10.00 per hour
Contract: 6 months, in the first instance

Background and context

All Saints Church is a grade 1 listed building situated in Maidenhead. The Parish Administration roles are key to the efficient running of the parish office and supporting the clergy.

Purpose of the role

This role assists the Parish Administrator by providing administrative support to ensure the smooth running of All Saints Church.

Key Responsibilities

- First point of contact from members of the public for enquiries
- Responsible for all administration associated with the Parish Centre
- Maintaining church supplies
- Coordinating Church communications, including managing and updating the Church website and Social Media (supported by volunteers).
- Providing cover for the Parish Administrator and undertaking other duties as may be reasonably required.

Main Duties

- Act as the first point of contact for all enquiries whether in person, phone or email and ensure visitors are directed to appropriate person/place, keeping a pastoral awareness at all times
- Market the church's facilities in all appropriate ways with the aim of growing its use and place in the local community
- Be the first point of contact for hirers, potential hirers and users of the Parish Centre in person, by phone and by email, offering advice and information as the representative of the church. Establish relationships with long term tenants.
- Manage the diary for the Parish Centre.
- Manage the letting of the Parish Centre and Church, dealing with all bookings, issuing invoices to users and ensuring invoices are paid on time
- Ensure Hall/Church are prepared on time for every letting, that the premises are kept clean and tidy, and that kitchen usage is in line with all necessary hygiene requirements and church guidelines
- Oversee the cleaning contract for the Parish Centre
- Ensure that no lettings are made to clients who do not fall within the church guidelines for external activities. Manage all lettings to avoid unnecessary conflicts of usage, overbooking, or any irregularities, resolving any difficulties with grace and firmness
- Responsible for ordering and stock control of church supplies, including office, sacristy, cleaning and refreshments - within agreed budget.
- Update the church website, Twitter and Facebook accounts each week with relevant changes, including the uploading of notice-sheets, information on current programmes (such as sermon series, courses, etc.) and service/sermon recordings
- Keep other relevant websites updated e.g. A Church Near You, Find a Church
- Ensure that confidentiality is maintained at all times

Key Relationships

- Parish Office Administrator
- Parish clergy
- Church wardens

In addition, the role will communicate with a wide variety of people within and outside the Church community.

This job description and list of responsibilities is not intended to be exhaustive and is subject to review as needs may change. This will be in consultation with the Parish Administrator and the responsible person from the PCC; as such they do not form part of a contract of employment.

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. A satisfactory DBS Certificate will also be required following appointment; the nature of the job responsibilities will mean that the post is exempt from the provisions of the Rehabilitation of Offenders Act.

Person specification

		Essential	Desirable
Experience	Proven experience of working in a small, busy office environment	✓	
	Experience of dealing with members of the public		✓
	Track record of building strong relationships with regular contacts	✓	
	Experience of updating websites and a familiarity with social media		✓
	Knowledge and experience of using Microsoft Office suite	✓	
Knowledge, skills and competencies	Good communicator (written and verbal) with strong interpersonal skills	✓	
	Mature and empathetic style of dealing with individuals (sometimes distressed)	✓	
	Good team worker	✓	
	Organised with good attention to detail	✓	
	Punctual and reliable with a degree of flexibility sometimes required around working patterns	✓	
	A positive approach to the Christian faith and the Church and comfortable working in a Church environment	✓	
	Knowledge about the Church environment and the number of unique requirements that are associated with the Church		✓