

Barnsbury Parish Administrator Job Description

The Position	<p>You will be joining us at an exciting phase of our church life as the Parish of Barnsbury moves forward in its mission and in major improvements to its church buildings. You will be supporting 2 churches half a mile apart: St.Andrew's, Thornhill Square and Church on the Corner.</p> <p>The Administrator is often the first contact people have with the Church, so the role requires a cheerful, friendly, well-organised, person. You'll be enthusiastic about our mission and extending God's welcome to those you encounter in your work. You'll have initiative, in-depth experience of office organisation and systems, excellent IT skills and a "can do" attitude and will thrive working with and contributing to a friendly and supportive team of clergy and volunteers.</p> <p>You will be expected to review, develop and implement processes and procedures to ensure smooth, efficient and effective Church office operations.</p>
Location	<p>Time split between St.Andrew's Thornhill Square and Church on the Corner (approximately 85%/15%)</p> <p>Some flexible working is required and some home working may be considered</p>
Working hours	Full-time - occasional evening work required
Holiday	25 days full time + bank holidays
Contract	Six month probationary period with review at three months
Salary	£28k
Reporting to	Rector of the Parish of Barnsbury

Activity	Tasks	Results/Outcome	Scope of decision making
General administration	<ul style="list-style-type: none"> Act as the first point of contact for all enquiries whether in person, by telephone, post or email, ensuring they are dealt with politely and professionally and followed up by appropriate actions Ordering of supplies – e.g. stationery, communion, cleaning etc Assistance to clergy as required Liaise effectively with other staff and consultants 	<p>Church office is managed efficiently</p> <p>External enquiries are handled efficiently and data is kept securely</p>	On own initiative
Finance	<ul style="list-style-type: none"> Assist the Book-keeper/Accountant in order to make payments, submit VAT return, produce annual accounts and yearly audit Assist in the Administration of staff payroll and pension Gift Aid record and submission Manage Petty cash and oversee counting of weekly collection Manage and process all invoicing for bookings of church properties 	<p>Accounts are filed accurately</p> <p>Financial obligations are met</p>	On own initiative and in liaison with the Treasurer/signatories

	<ul style="list-style-type: none"> ● Assist with grant applications 		
Building Management	<ul style="list-style-type: none"> ● Manage Church cleaners ● Oversee maintenance of all equipment and buildings, ensuring compliance with relevant regulation e.g. photocopiers, boiler servicing, gas and electrical safety ● Maintain records of all key-holders. Issue keys and reclaim them. ● Administer Church bookings – including managing the bookings diary, dealing with enquiries, taking and confirming bookings on a selective basis depending on the suitability of the event/group. Invoice all bookings, and ensure and record payments. ● Act as main contact point with tenants of church properties. Ensure we meet our landlord obligations, rent and utilities payments are collected on time, contracts are kept up to date and renewed as necessary ● Maintain a close relationship with all users of our buildings and resolve any problems they may have ● Assist with Faculty applications ● Assist with grant applications ● Promote church spaces and attract new hirers 	<p>Bookings are managed efficiently and external clients are provided with a friendly, efficient service</p> <p>Flat tenants have a main point of contact for any issues/questions</p> <p>Maintenance issues are fixed/escalated as appropriate</p>	On own initiative and with reference to the Rector
Administration – Parish Life and Diocesan record-keeping	<ul style="list-style-type: none"> ● Under the guidance of the PCC Secretary, arrange meetings, take and circulate minutes ● Co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meeting ● Organise statutory documents, including statutory returns for the diocese, certificates, and registers; and ensure that Church records are kept up-to-date ● Assist with the production and printing of weekly orders of service or slides as required and service booklets, e.g. for Easter and Christmas. Arrange copyright licence applications as required ● Coordinate service teams for a Sunday service – build and maintain rotas, 	<p>Team is compliant with all Diocesan and statutory requirements</p> <p>Service information is created and provided in advance to all relevant parties</p> <p>Church volunteers involved in Sunday services are encouraged and supported. Church services and events are resourced appropriately from church member volunteers and are aware of their weekly commitments</p>	On own initiative and in liaison with Rector as appropriate

	<p>contact people who are on the rota each week</p> <ul style="list-style-type: none"> • Provide administrative support for arranging baptisms, funerals and weddings, including dealing with enquiries, bookings, registers, certificates, payments etc. • Assist with planning and administration for seasonal events (e.g. Christmas, School assemblies, Weekends Away) 		
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Person Specification

Requirements	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Experience of office administration ▪ Good working IT Skills, particularly in the Google environment 	<ul style="list-style-type: none"> ▪ Set up and run a well-managed office ▪ Experience of dealing with maintenance matters ▪ Knowledge of Church of England's parish life and governance
Skills / Competencies	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Strong interpersonal skills with the ability to relate to internal and external contacts at all levels ▪ Excellent communication skills - verbally and in writing, good presentation skills ▪ Highly organised & able to manage & prioritise workload ▪ Numerate ▪ Understanding of confidentiality 	<ul style="list-style-type: none"> ▪ Social Media content management ▪ Knowledge of tenancy agreements ▪ Volunteer management ▪ Ability to create attractive documents and data ▪ Financial/accounting
Personal qualities	<ul style="list-style-type: none"> ▪ Confident ▪ Professional, friendly approach ▪ Able to make decisions independently & work under own initiative ▪ Committed to the Christian ethos and mission of the Barnsbury Parish 	

This post carries a genuine occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010.

The successful applicant will be subject to a DBS check