

Fordingbridge PCC

Part Time Parish Administrator for the Avon Valley Partnership

The Avon Valley Partnership comprises the Church of England Parishes of Breamore, Fordingbridge and Hale & Woodgreen. The Partnership has six churches and one church hall. The fully equipped office is located within the Rainbow Centre and this is the base for administration.

The part time job-share Parish Administrator post is one of two similar positions based at the Rainbow Centre in the centre of Fordingbridge. This post is for the following days / hours:

- Wednesday 09:30am - 12:30pm
- Thursday 09:00am - 13:00pm
- Friday 09:30am - 12:30pm

There is another Part Time Administrator who currently works Monday, Tuesday and Wednesday or Thursday. Both administrators will overlap for one morning a week in the office. It is the intention that both employees are capable of fulfilling all the necessary tasks but in practice some tasks will more naturally fall towards the beginning of a week and others towards the end.

The office is open for queries & bookings from 10-12 every weekday morning.

The employment will be subject to a 3 month probationary period.

Job Description of the full administrative role

The parish administrators are together responsible for the oversight of the churches' office, ensuring that records and databases are kept up to date, ensuring that accounts receivables / payables are processed timely, publishing church written materials - both printed and online and providing administrative support to the six churches within the partnership.

The parish administrators are often the first point of contact that people will have with the churches, and need to be friendly and welcoming as they handle many different enquiries relating to church services and events, as well as baptisms, weddings and funerals.

Typically, but not exclusively, this includes the following tasks:

Office duties

- Staff the office during the agreed hours
- Liaise with other administrative staff to ensure smooth running of office activities
- Undertake secretarial duties for incumbent and ministry team as required
- Communicate clearly with all church teams, to the community, the Deanery and the Diocese
- Ensure that office equipment is maintained and in workable condition, and stocked with paper / toner
- Purchase office supplies and other equipment as required

Enquiries / Administration

- Answer the telephone and deal with day to day enquiries
- Deal with Church bookings, for services and community use
- Deal with Church Hall bookings for church and community use
- Deal with Baptism bookings

- Deal with Funeral bookings
- Deal with Wedding enquiries, bookings and ensure all correct paperwork done for Weddings
- Book vergers and organists for Weddings and Funerals
- Complete Registers for Weddings, Baptisms and Funerals
- Do Quarterly Wedding returns

Documentation / Publicity

- Maintain office files and church documentation for easy reference / retrieval
- Collate church statistical data and complete annual reporting of Yearly Statistics for Mission
- Maintain and update the calendars for all churches and the office
- Prepare and oversee monthly service rotas & notices, ensuring accuracy in all publications
- Organise magazine and 'Partners' weekly bulletin rotas
- Prepare, proof, print and disburse weekly 'Partners' bulletin
- Prepare information for Parish Magazines
- Prepare information for local 'Gate' magazine
- Prepare and print Service sheets and hymn sheets
- Update and maintain Electoral Roll
- Maintain some website pages

Financial activities

- Process invoices and accounts receivables for funerals, weddings, church hall bookings, use of church, photocopier etc...
- Processing payments in and out
- Some accounting and bookkeeping, including data entry for accounts
- Allocation of fees
- Payroll
- Liaise with cleaning staff, including processing timesheets and communicating any issues to church wardens/PCC
- Other duties as required

Person Specification

You will be flexible and adaptable and able to work to tight schedules. You will be able to work on your own initiative and prioritise your work load. You will be a 'team player' who is a competent, friendly and efficient 'people person', willing and able to work with staff and volunteers, and be the 'friendly face and voice' of the AVP as the first point of contact for many people. A full Disclosure and Barring Service (DBS) check will be required.

Essential Characteristics

Skills

- GCSE – 5 subjects including English and Maths at grades A*-C or equivalent
- Good general education to the equivalent of A level
- Demonstrate the ability to manage change
- Recent Administrative/Office experience
- Successful experience in a customer service role
- Skilled user of Microsoft Office Suite including Word and Excel

- Ability to maintain a database
- Ability to file/process text and monies accurately using finance software. Experience of Sage or similar software beneficial. We use Finance Coordinator software package.

Attributes

- Exceptionally well organized
- Genuine tact, patience and diplomacy
- Discreet and able to maintain confidentiality
- Attention to detail
- Show initiative
- Numerate
- Flexible
- Sympathetic to the aims of the Church
- Be self motivated and able to work independently
- An enthusiastic approach to work
- A completer/finisher
- Sense of humour!

References

Any appointment will be dependent upon a successful DBS check and satisfactory references. The names of two referees will be required, one being able to give information regarding your ability to fulfil the role. In addition proof of visual identity is required such as a passport or photo driving licence. It is helpful if these are brought to the interview.