

## **Job Description – Assistant Parish Administrator**

**Job Title:** Assistant Parish Administrator

**Employer:** The Parochial Church Council of All Saints with Holy Trinity, Loughborough Parish Church

**Reporting to:** Senior Parish Administrator

**Relating to:** Ministry team of ordained and lay leaders  
Churchwardens and warden team

Volunteer members of the congregation

Working Hours: 15 hours per week

Wednesday, Thursday and Fridays 9am – 2.30pm

To include an unpaid flexible half hour lunch break

Some flexibility may be required and where this is necessary time can be taken off in lieu in agreement with the Senior Parish Administrator.

**Place of Work:** The Parish Office, Fearon Hall, Rectory Road, Loughborough.

### **Role Purpose**

To support the Senior Parish Administrator in effecting the efficient and smooth running of the parish office as the first point of contact for most enquiries.

To support the general administration of All Saints with Holy Trinity in keeping with our Inclusive Church and Eco Church values

### **Principal Duties**

#### General Office Duties

- To staff the parish office during working hours twice a week managing emails, phone messages, and postal correspondence, dealing with enquiries and passing on messages as appropriate
- Sorting and distribution of mail, photocopying, filing and maintaining the supply of office consumables and equipment.
- To be proactive in their work, approaching the Senior Administrator with matters requiring attention, as appropriate.

#### Communications

- In collaboration with the Senior Administrator make full use of iknow administration system and Office 365 for both internal and external communications following agreed systems for the sharing of information and tracking of tasks
- Follow good practice in regard to safeguarding and GDPR compliance.

- Assist with the production of regular church publications including electronic and print newsletters
- Assist with the production of simple posters and keeping internal and external church notice boards updated and well presented

#### Administrative Support

Under the direction of the Senior Administrator provide administrative support to the ministry team and officers of the church in connection with parish business including the production of service sheets.

#### Documentation

- Support the Senior Administrator in keeping the Parish Office filing systems (paperbased and electronic) up to date
- Dealing with statutory documents including returns, registers, certificates and applications and ensuring church records are kept neatly up to date.

#### Life Events

- Ensure all enquiries for baptisms, weddings and funerals are dealt with in a warm and efficient way
- Use the iknow administration system to keep accurate records of baptism, weddings and funerals and to track all Life Events contacts and tasks
- In collaboration with the Senior Administrator ensure iknow administration systems support pastoral contact and follow up (e.g. the sending of anniversary cards, invites to the reading of banns etc.)
- Assist in the maintaining of the smooth running of administration for weddings, including the following:
  - Ensuring banns or licence are in place
  - Preparation of marriage document, presentation certificate and church record
  - Invoice and collect fees
  - Produce order of service when appropriate
- Assist in managing the fees account ensuring monies are paid in a timely fashion to the PCC, DBF and vergers, bell ringers etc

#### Church Building

- Update the church diary with both internal and external bookings
- Support the Senior Administrator in raising invoices and ensuring appropriate records are kept and payments made for external bookings

Other administrative duties may be required from time to time as circumstances demand or as the role develops.

**Person Specification Essential**

Fully conversant with Microsoft Office with a good working knowledge of Word, Publisher and Excel.

Proven record of being able to keep accurate records

Confident, empathetic communication style

An attention to detail in administrative tasks

Flexibility to cope with changing demands, to manage priorities and to use personal initiative operating with limited supervision demonstrating sound organisational skills

Appointment to this role will be subject to an application for a standard DBS certificate

**Desirable**

Experience of using Canva or other design based software

Some knowledge of what a Parish Church does

Some awareness of the local context of All Saints

September 2024