**ADMINISTRATOR JOB DESCRIPTION**

TITLE  
Parish Administrator

PLACE OF WORK  
Church House, The Parish of St Peter’s and St James, Hereford

HOURS  
15 hours a week, Monday - Friday

HOLIDAY   
Full time entitlement is 6 weeks, this includes bank holidays.

SALARY   
£7,800 per annum.

CONTRACT LENGTH   
A Fixed term contract to October 2025, inc. a 6-month probationary period.

AIM OF THE POST   
Alongside its ongoing mission and ministry, St Peter’s and St James (SPSJ) is embarking on an exciting project to significantly grow the church so it can sustain an outreach and support to younger generations in Hereford. Working under the Head of Operations and with the Ministry Team, you will support the effective administration and organisation of both the ongoing life of the church and the new project, utilising strong organisational expertise and an eye for detail, good interpersonal and communicational skills, and an ability to work with and administer a range of IT systems.

MAIN DUTIES AND RESPONSIBILITIES   
To keep the parish and project well organised by:

* Facilitating **communication**, including:
  + Monitoring the main church email and phone line, opening / distribution of post and responding to messages.
  + Sending out a weekly email to keep church members up to date (plus printing and posting to approx. 20 people).
  + Sending out informational emails and post as necessary.
* Keeping **Church Data** Organised, including:
  + Compiling and keeping up to date the SPSJ members database in line with GDPR requirements.
  + Monitoring and keeping up to date attendance databases, volunteer role holder lists and agreements, rotas, small group membership lists and training records.
  + Keeping core information on the church website and ‘A Church Near You’ website up to date.
  + Administering church rotas alongside their respective coordinators.
* Keeping the **office organised**, including:
  + Monitor stationery stock and ordering more as necessary.
  + Monitor communion wine and ordering more as necessary.
* Supporting the **organisation of Church Events**, including:
  + Overseeing the coordination of the church diary.
  + Ensuring the effective organisation of church events, including special services such as Christmas, Easter, baptisms, weddings, and funerals.
  + Managing the weekday stewarding rota for St Peters church.
* Managing **Room Bookings and Lettings** for St Peters, St James and Church House, including:
  + Taking bookings, issuing invoices and receiving payment where appropriate.
  + Arranging access and heating.
  + Arranging cleaning times.
  + Explaining church policy and procedure.
* Supporting the **work of the treasurer**, including (but not limited to):
  + Managing staff and volunteer expense refunds.
  + Taking meter readings.
* Supporting the rest of the team, on occasion, with additional administrative tasks where workload allows.

PERSONAL QUALITIES

* A completer finisher with an eye for detail.
* Able to handle, with competence, a demanding and varied workload, prioritising effectively and ensuring achievement of targets within a fast paced and changing environment with tight deadlines.
* Able to establish strong working relationships with colleagues, partners, hirers and volunteers at all levels.
* Complete confidentiality and trustworthiness.
* Comfortable working in a Christian environment and within the ethos and vision of SPSJ, the Hereford Diocese and the Church of England.
* Willingness to work within the policies and procedures of SPSJ and the Diocese of Hereford.
* Willingness to work within the authority structures of the Church of England.

SKILLS

* Excellent organisational skills.
* Excellent eye for detail.
* Excellent self-management and time management.
* Excellent IT skills.
* Ability to confront and manage conflict in an appropriate manner.
* Written and verbal communication, reporting and presentation.

EXPERIENCE AND KNOWLEDGE

* Proven experience of working in an administrational environment.
* Proven experience of working in a public facing role.
* Proven experience of dealing with the background administration of events or activities.
* Proven experience of working with a range of IT software including database management.
* Proven experience of having quickly picked up and mastered new IT software packages.
* Good understanding of what is required in the organisation of the life of a church or similar charitable organisation.
* Knowledge of GDPR law and willingness to work within the Data Protection policy of SPSJ.

SUPPORT & STRUCTURES   
This role is part of an exciting Diocesan-backed project seeking significant growth within younger generations in the city of Hereford, as well as supporting the ongoing life of the church community. The post holder will report to the Head of Operations of St Peter’s and St James and will be expected to attend regular SPSJ team meetings as appropriate.

NOTES   
There is no Occupational Requirement that the role holder be a Christian, however, the appointee must be comfortable working within a Christian environment and be sympathetic to the vision and ethos of SPSJ and the Diocese of Hereford within the wider context of the Church of England.

This is an outline job description and may be altered in consultation with the Administrator as the post develops.