

Berwick Parish Church: Appointment of Part Time Parish Administrator

Job Description

The Parochial Church Council (PCC) of Berwick Parish Church is looking for an administrator on a part-time, employed basis to support our mission and ministry.

Berwick Parish Church is the most northerly Anglican church in England, located centrally in Berwick-upon-Tweed. It has a lively congregation and a strong musical tradition.

The purpose of the role is to undertake a range of day-to-day administrative and secretarial tasks, in close collaboration with the vicar, to support the clergy, parish officers and volunteers in their work and to facilitate the effective and efficient running of the church and day to day parish life. This position requires the ability to work in an environment where self-motivation, discretion, and multi-tasking are essential.

Terms and conditions

This is a part time post - 10 hours per week: (*Monday-Friday 9.30-11.30am [negotiable]*) plus attendance at PCC meetings which are held every 2 months in the evening (additional 2 hours and any other agreed over-time to be paid at normal hourly rate).

Initial remuneration is £12/hour, subject to annual review on the anniversary of the appointment.

The normal location of work will be the Parish Office, located opposite the church. Hybrid working from home by agreement can also be considered.

Reporting

The Administrator reports to the vicar (or in their absence to a nominated churchwarden) and is accountable to the PCC.

Principal duties

Maintain a hub where day to day communications between the clergy, churchwardens and all involved in running the parish, with parishioners and with the wider community are facilitated:

- Maintain an accessible diary of church services, events and activities.
- Welcome visitors to the parish office, take phone calls and respond to messages, routine emails, etc. under the direction of the vicar. Liaise with the clergy, parish officers and volunteers as directed.
- Maintain and publish rotas as requested and ensure timely communication of information.

Maintain the parish office efficiently and effectively, ensuring information is recorded correctly and made available as needed:

- Establish and maintain easily navigable paper and digital filing systems.
- Maintain a schedule/diary for annual servicing and contract renewals, and liaise with the relevant parish officer to ensure the work is carried out.
- Monitor office supplies and maintain office equipment.
- Order diverse supplies as requested.

Parish admin tasks:

- Maintain an electronic database of parishioners and send routine group emails.
- Provide diverse admin support which may include and is not limited to:
 - processes and record keeping associated with safeguarding, DBS and GDPR requirements.
 - reporting to the Diocese and the Charities Commission.
 - supporting the Music Director, as time allows, and at the discretion of the vicar.
 - assisting the preparation and printing of 'The Monthly Messenger'.
 - the preparation of applications to the Diocese for permission for work in the church or churchyard.
 - maintaining the checklist of routine maintenance tasks in collaboration with the vicar and fabric group lead.
- Provide support for the creation and dissemination of publicity for events: e.g. preparing a flyer, printing posters.
- Update the church notice boards.

Support to the clergy for worship

- Prepare the weekly pew sheet, coordinating with the vicar, music director and others providing input from time to time.
- Prepare service sheets as requested. E.g.: for life events (such as baptisms, weddings and funerals) and special services.
- Create and monitor the Sunday Reader and Intercessor sign-up lists, under direction from the vicar.

Secretarial Tasks

- Prepare papers for PCC meetings and circulate to members. Take minutes at (evening) PCC meetings and produce the draft minutes for review by the vicar or vice-chairman.
- Conduct tasks associated with support to the PCC and churchwardens, including regulatory reporting and administration associated with the APCM.
- Provide other secretarial support to the vicar, as requested.

Person Specification

Essential:

- A warm and engaging manner, able to connect well with people internally and externally.
- Open and sympathetic to the Christian faith; in sympathy with, and supportive of, the aims and ethos of Berwick Parish Church.
- Committed to the protection and safeguarding of children, young people and vulnerable adults.
- Aware of legal requirements concerning data protection and safeguarding.
- Able to work independently in consultation with, and under the direction of, the vicar.
- Able to exercise confidentiality and use discretion when handling sensitive matters.
- Able to handle a variety of circumstances, which may be unpredictable, appropriately and with sensitivity.
- Strong written communication skills.
- Self-motivated with the ability to manage own time and take the initiative, while knowing when to seek guidance and assistance.
- Able to filter information and assess priorities as necessary to deliver high quality work and meet deadlines.

- Strong organisational skills and a keen eye for detail.
- Computer literate, with sound experience using Microsoft Word and Excel and a willingness to learn new tools that may be required.
- Willing to be flexible to meet the changing needs of the church.

Desirable:

- Experience of working with/for volunteers, perhaps in a church/charity setting.
- A knowledge of the workings and structures of the Church of England would be beneficial.
- Understanding of the structure of a (Wordpress) website and experience updating information on the site is desirable.
- Competent to upload information on to social media platforms, e.g.: Facebook.
- Experience and a flair for using software (e.g. Microsoft Publisher) associated with the design of publicity documents, such as flyers and posters.

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 relevant safeguarding policies and procedures and to attend all required safeguarding training.

Appointment to the role will be subject to DBS (Disclosure and Barring Service) checks.