

THE CHURCH OF ENGLAND PARISH OF PRUDHOE  
THE CHURCH OF ST MARY MAGDALENE

PARISH ADMINISTRATOR

**Context In brief:**

- Prudhoe is a growing town of about 13,500 people.
- The Parish Church has an electoral roll of about 90, and is just gradually beginning to restart services post-lockdown, having been online for getting on towards a year.
- The church is very busy with funerals (30-40 a year), and also does a number of weddings and baptisms.
- We are beginning a process of restarting much of the activity of the church, and hope at the same time to start up some new things
  - looking to increase the number of mid-week fellowship groups in the church,
  - And to use the fantastic new kitchen and facilities in the parish hall to be a blessing to our community
- We are committed to every-member ministry, and involving as many people as possible in all aspects of the life of the Church.

**Job description**

**Aim:**

1. To support the Vicar in his duties undertaking a range of administrative tasks;
2. To support the PCC in its role of furthering the mission of the Church through undertaking a range of administrative tasks;
3. To support the wider Church in its mission, thereby supporting lay involvement in the life of the Church, through undertaking a range of administrative tasks;

and to fulfil these aims in such a way that does not undermine, but furthers, a commitment to maximising and encouraging lay and voluntary involvement in as many aspects of the life of the Church as possible.

**Duties:**

1. To form a strong working relationship with the vicar, and be able to support him by undertaking a number of administrative tasks including but not limited to:
  - Being a first point of contact for enquiries and following up on routine phone calls, emails and messages through social media.
  - bookings of baptisms and weddings;
  - liaising with volunteers and maintaining rotas
  - preparing PowerPoints and notice sheets each week for the Sunday service.
  - Supporting the vicar in any other way you are able.
2. To support the Churchwardens, PCC, hall bookings secretary, safeguarding officer and other people involved in the life of the Church with various administrative tasks:
  - helping to process DBS applications
  - liaising with hall users, explaining agreements about hall use (esp. kitchen) and giving out and collecting keys
  - copying and printing information before and after PCC meetings to prepare members and inform the church about decisions which are made.
  - Maintaining full and accurate records wherever required, e.g. service numbers, funeral records, legal paperwork for weddings, buildings work records and communicating them to the diocese when appropriate.
    - Most of these records are currently being moved to electronic form as far as is possible.

3. Helping ensure that the church's presence online is up to date and engaging
  - Maintaining the website and keeping information current
  - Posting and messaging on social media to serve the church family and help with outreach in the community
  
4. To support specific projects of a developmental nature, such as the plans for work at the hall, building projects, church consultations etc. including
  - helping to plan events,
  - preparing papers,
  - arranging meetings,
  - booking speakers,
  - submitting funding applications,
  
5. Any other duty that is consistent with the aims of the post.

### Person Specification

<b>Essential</b>	
<b>Qualifications</b>	Educated to GCSE standard or equivalent
<b>Experience</b>	Experience of working in an administrative role in an office environment
	Experience of using a number of different computer programmes
	Experience of updating websites and using social media
<b>Knowledge and skills</b>	Knowledge of Microsoft office including PowerPoint
	Good IT skills and able to learn new computer programmes quickly
	Knowledge of office systems and able to develop new systems to improve working practices where required
	Good organisational skills
<b>Personal</b>	Self-motivated and able to take initiative
	Friendly and able to talk to new people
	Flexible and able to adapt well to changes in working demands
	Able to work under pressure to meet deadlines when we required
	Able to maintain confidentiality
<b>General</b>	Desire to see the church in Prudhoe grow, develop and thrive
<b>Desirable</b>	
<b>Qualifications</b>	A relevant qualification in Business Administration or equivalent
	It would be beneficial to have a knowledge of the workings and structures of the Church of England

**Location**

The post holder shall normally be based in the Office in the Parish Hall.

**Hours**

It is envisaged that the person shall work 2 hours a day, 4 days a week with some flexibility around which days.

**Holidays & Leave**

The post holder as a part time employee shall be entitled to all public holidays on a pro rata basis and 16 days a year They shall also be entitled to all other statutory forms of leave (sickness, maternity, shared parental leave & paternity) at the national minimum rate with no enhancements.

**Employment**

The Post holder shall be employed by the PCC and line managed by the Vicar.  
Grievance & Discipline procedures will be in accordance with the ACAS Code of Practice.

**Salary**

The rate we are offering is £10.00 per hour.

**Contract length & Probationary Period**

There shall be a probationary period of six months during which the post holder's performance will be assessed As part of the review there will be a discussion of the job description with the post holder and suitable modifications, will be made by agreement, in light of the experience of those first six months. Reviews will then continue annually.