



St. John the Evangelist Wembley Parish Church

Vicar: Revd.

Wembley Vicarage. 3 Crawford Avenue Wembley. HA0 2HX

Parish Administrator Job Description St John The Evangelist Church, Wembley

Location:	St Johns Parish Office, Wembley
Salary:	£12 per hour (equates to £12,480.00 per annum)
Hours:	20 hours (9.00am – 1.00pm) Monday – Friday all year round.
Reports to:	Vicar and Churchwardens

At St John's we aim to be a safe, inclusive and supportive community. We seek to show God's love by welcoming people of all ages and backgrounds, connecting with our community through friendship, kindness and support, especially with practical, spiritual or social needs.

In line with our vision 'Sharing Gods love with all' and as well as proving effective administration within the church, we are looking for an experienced and skilled administrator to come and join St John's church on a flexible, part-time basis to support our ministry and vision.

Purpose of the role:

The purpose of the role is to supervise and facilitate the day-today administrative operations of the Church and Community Centre in close operation with the Vicar, Staff team and the Officers of the church. The postholder will also be expected to be the face and voice of the church to the wider community, providing excellent customer service from answering the phone and office door to booking special events and managing lettings, better enabling us to serve our parish efficiently.

The appointee will be a key player in the staff team and must be approachable. To run the church office effectively you will need to be organized, have the ability to communicate effectively; verbal and written, be familiar and competent with Microsoft Office programmes (Word, Excel, etc.) and social media (Facebook) etc.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where self-management, sound decision making, self-motivation, confidentiality, data protection and discretion are essential. Equally the post-holder will need confidence, integrity and proven organisational, financial, communication and interpersonal skills.

Key Responsibilities

Support St John's vision and mission in:

- 1. Office management and General administration services**
 - a. Provide general administrative support to the Vicar, and staff team
 - b. Administer the parish diary, arranging appointments and setting up meetings when requested

- c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. maintain; register of baptisms, marriage banns, record of fees in keeping with GDPR)
- d. Order resources as and when required
- e. Oversee the maintenance and weekly testing of equipment in the parish and comply with any maintenance and service contracts held by the parish, (e.g. piano/organ tuner and inspections, lift inspection (hall), alarm services, fire appliances, boiler inspection and meter readings)
- f. Maintain weekly financial data reconciliation inputting and preparing spreadsheets for the Treasurer
- g. Ensure a safe and clean working environment within the office
- h. Review and implement procedures to ensure clear, efficient and effective office operation
- i. Encourage, develop and manage volunteers to assist with administrative and management functions

2. Parish communications

- a. Manage all parish correspondence, including post, email, and answerphone
- b. Ensure internal and external notice boards are kept tidy and up to date
- c. Assist with the production of parish publications including the monthly printed rota, weekly service sheet, etc.
- d. Create and maintain St John's parish directory
- e. Co-ordinate occasional parish mailings, including printing and organizing and distributing parish information leaflets
- f. Co-ordinate production of the parish's Annual report in preparation for the Annual parish meetings
- g. Assist with keeping the parish website up to date
- h. Act as a first point of contact for all enquires whether in person, or by phone, post, email etc.; ensuring that they are dealt with politely and professionally followed up by appropriate action
- i. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificate, materials, payments, etc.

3. Administrative Support for Worship

- a. Provide administrative assistance to the vicar and worship team
- b. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling folding etc.
- c. Maintain and coordinate rotas for worship including intercessions, readers, wardens, lay assistants for communion, sides-persons, welcoming people
- d. Manage copyright license applications and requirements
- e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals etc.
- f. Support and encourage volunteers working in church premises and gardens

4. Management of premises and lettings

- a. Manage regular lettings, including collecting and giving regular feedback to tenants, ensuring an on-going constructive dialogue
- b. Manage ad-hoc lettings, show potential hires around, explain lettings contracts and expectations, ensure no conflicts including set-up and down time with exiting service or regular letting requirements

- c. Monitor rental of regular lettings and maintain an efficient paper trail for regular lettings
 - d. Update, issue and enforce lettings contracts as directed by the Hall Management Committee and PCC
 - e. Manage and resolve any issues relating to the use of the premises e.g. breaches relating to the Hall Lettings Contract
 - f. Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collection
 - g. Overseeing the cleaning contract and advising building committee of any issues
 - h. Purchase enough materials relating to furniture, resources, equipment etc. and provide administrative support for purchasing
 - i. Advise the Hall Management Committee and PCC on matters relating to furniture, resources, equipment etc. and provide administrative support for any purchasing
 - j. Promote unused space and market letting opportunities
 - k. Maintain accurate records of key holders
- 5. Building maintenance and development**
- a. Communicate effectively and regularly with the Building Committee and Hall Management Committee about the condition of the premises, maintenance requirements, health and safety concerns etc.
 - b. Provide administrative support to the Buildings Committee and Hall Management Committee including record keeping communication with contractors, payments etc.

This list of responsibilities is not intended to be exhaustive and is subject to review on a yearly basis in consultation with the Vicar.

Person specification

Requirement	Essential or Desirable	How assessed
Qualifications <ul style="list-style-type: none"> Degree, diploma or equivalent 	Desirable	Via CV and interview
Experience <ul style="list-style-type: none"> experience of working in a similar role experience as a team or project leader, supervision of staff or volunteers experience of church ministry/mission experience of premises management general financial experience 	Essential Desirable Essential Desirable Desirable	Via CV and interview Via church reference and interview
Knowledge <ul style="list-style-type: none"> knowledge of church/worship / ministry knowledge of the Church of England – worship, ministry and structures 	Desirable	Via church reference and interview Via church reference and interview
Skills and competencies <ul style="list-style-type: none"> excellent interpersonal communication skills – written and oral strong attention to detail general office and admin skills computer literate in using modern IT applications such as Microsoft office applications (word, excel etc.) ability to work autonomously and manage workload excellent organisation skills ability to work flexibly 	Essential	Via church reference and interview
Personal attributes <ul style="list-style-type: none"> sensitive listener experience of dealing with matters of confidentiality, sensitivity and compassion ability to make decisions and take initiative motivated to deliver high quality output ability to manage the unexpected enjoy learning and new experiences 	Essential Essential Essential Essential Desirable	Via church reference and interview

Additional notes:

Safeguarding requirements: The role may be subject to DBS check. The administrator will also be required to undergo a basic Safeguarding induction.

This post is subject to a **3-month probationary period**.