

The Church of The Good Shepherd, Cox Green

Job Description *for the role of* **Parish Office Administrator**

Safeguarding Code of Conduct

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. In accordance with this commitment, the Church of the Good Shepherd takes the safety of everyone within the church very seriously.

Those working in the above role at the Good Shepherd are expected to complete all required safeguarding training, to work within the church safeguarding policy, and to follow all other relevant safeguarding policies and procedures. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately.

- Hours:** 10 hours per week, up to 14 hours occasionally if required, usually arranged over three mornings including a Wednesday (some flexibility, if needed).
Potential for some home working once established.
- Salary:** £15 per hour, to be reviewed on satisfactory completion of the 6 month probationary period
- Employer:** Cox Green Parochial Church Council
- Place of employment:** Church Office, Cox Green Community Centre
- Line Manager:** Parish Priest
- Smoking policy:** As per Church of England guidelines

Main purpose of the role

- To be responsible for the operation of the church office and to co-ordinate the work of any office volunteers, acting on own initiative where appropriate.
- To provide a first point of contact for the general public and other visitors.
- To provide administrative support for the Vicar and, where appropriate, Churchwardens, PCC Secretary, Treasurer and leaders of other church activities.

Key duties and responsibilities include:

- Maintaining the general running of the office ensuring that telephone and IT equipment are kept fully operational.
- Dealing with phone calls, emails, voicemails and letters.
- Producing a weekly bulletin and other documents needed for weekly worship.
- Preparing leaflets for special services and activities.
- Preparing volunteers' rotas.
- Administration related to weddings, baptisms and funerals, including quarterly fees return to Diocese.
- Maintaining the church noticeboard.
- Maintaining the church's website, Facebook and A Church Near You pages.
- Maintaining the online church diary and liaising with the Community Centre office concerning church bookings.
- Preparing material for the church newsletter and Community News.
- Managing the administration relating to Safeguarding for the church groups and volunteers, in consultation with the Parish Safeguarding Team.
- Maintaining records, both computer and paper, following General Data Protection Regulations (GDPR).
- Ordering supplies for church and office as and when required.
- Checking and tidying the office in preparation for weekend usage.
- Other appropriate and reasonable tasks.

Person Specification *for the role of* **Parish Office Administrator**

We are looking for someone who:

- has good interpersonal skills
- has good organisational skills
- can handle confidential and sensitive information
- is in sympathy with the Christian ethos
- is computer literate including Microsoft Office: Word, PowerPoint, Excel etc
- is flexible and adaptable
- at busy times, can work under pressure to tight deadlines
- is patient and empathetic
- is self-motivated and able to work on own initiative
- can identify and recommend improvements to existing administrative practices

A knowledge of the workings and practices of the Church of England would be helpful.

Safeguarding

The appointment will be made subject to satisfactory DBS clearance (renewed every 3 years) and references. The successful candidate will need to complete Basic Awareness and Foundations Safeguarding training on commencement of the role and, in due course, Safer Recruitment & People Management training together with Domestic Abuse Awareness training. This training will be completed online via the Church of England Safeguarding Training Portal.

What we offer you

We provide a supportive, inclusive and positive environment that aims to ensure that you enjoy your role, are treated with courtesy and respect, and provided with training.

You will have an induction period and be given a 6 month probationary period during which you will meet with your Line Manager to discuss how you are getting on and what support and training we can provide for you. Following the probationary period, review meetings will continue annually or as and when necessary.