

Parish of Girdlington, Heaton and Manningham

Job description



- Job Description:** Parish Administrator
- Location:** Parish Church Office
- Line Manager:** Vicar of Girdlington, Heaton and Manningham
- Hours:** 10 hours per week
(with the possibility of further hours, subject to funding)
- Salary Scale:** £18,525 - £19,500 pa pro rata = £4,940- £5,200

Background.

The Parish of Girdlington, Heaton and Manningham is at an exciting stage of development. In 2018 the four churches in Girdlington, Heaton and Manningham united to form one parish engaged in mission. This is a new post for this newly formed parish. We are an active body of people of different cultures, skills and life experiences seeking to serve God and share the good news of Jesus Christ in our inner city parish, sharing life together, serving in practical ways in our communities and engaging in prayer and worship.

Aim of the role:

- To provide effective administrative support to ensure the smooth running of the life and ministry of the churches in the parish.
- To be a welcoming first point of contact for people, representing the public face of the parish on the telephone, on line and face to face..
- To work collaboratively as part of a team, liaising with others to ensure integrated working across the parish.

Range of Duties

Office

To lead the day to day running of the church office in cooperation with the leadership team:

- to provide efficient general administrative support such as photocopying, filing, word processing, desk top publishing services.
- to deal with incoming telephone calls and email and assist with incoming correspondence.
- to communicate by letter, e-mail and telephone with people on behalf of the Vicar.
- to assist in managing appointments in the church diary and the Vicar's diary.
- to ensure completion of official returns.
- to maintain a comprehensive filing system for paper records that enables ready access to correspondence and information.
- to maintain an effective and accessible system for storing electronic data-folders, sub-folders, etc.
- to be responsible for the church database, ensuring that the church is compliant with data legislation.
- to take minutes of meetings, distributing agendas and supporting papers as and when required.
- to ensure that financial systems are implemented.
- to order items for the office and churches as necessary.

Services and church events

To assist with the smooth running of the weekly services and occasional offices:

- to assist with compiling and distributing rotas.
- to engage in the production of service orders as required
- to co-ordinate planning for special church events and services (publicity, catering, team roles, booking venues, equipment etc.)
- to assist with event planning such as parish weekends (bookings, venues, etc)
- to provide administrative support for Baptisms, Weddings and Funerals.

Communications

- to ensure that websites, and digital platforms are being used effectively.
- to oversee the publication of weekly church news sheets.
- to send press releases to the T&A and the Diocese e-news as necessary
- to collect/file photographs of church events for publicity.
- to produce leaflets and to oversee the design, purchasing and displaying of banners, posters and fliers.
- to maintain the administration of the church digital account.

Bookings

To be responsible for the efficient promotion and hiring out of community spaces:

- to take bookings either via the phone, email or in person.
- to arrange with caretakers for the opening and closing of buildings.
- to manage the financial control of the bookings.
- to oversee publicity for the hiring out of public space at church and in the halls.

The information is furnished to assist applicants to understand and appreciate the work content of the post. However, it must be noted that whilst every endeavour has been made to outline the duties and responsibilities of the post, this document does not permit every item to be specified in detail and other duties may be required and may evolve as the new parish develops.
