**St Stephen’s, Preston**

**Administrator Job Description**

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| **Job Title:**  **Salary:**  **Hours:**  **Location:**  **Responsible to:**  **Responsible for:** | Administrator  £12.60 per hour  12 per week; pattern to be agreed between the post holder and the vicar.  Church Office  Incumbent  None |

**Purpose of the role**

To provide administrative and secretarial support and assistance to both the Vicar and the church in close cooperation with the vicar, wardens and staff.

**Key qualities**

* Reliable, dependable and punctual
* Highly organised and methodical with an eye for detail.
* Clear and courteous communication skills, with both written and spoken information
* Ability to work mostly unsupervised, but know when to consult Vicar for advice and guidance
* Ability to maintain confidentiality of information.
* Skills and experience in Microsoft Office, including electronic diary system, plus e-mail and internet use.
* Ability to take minutes of meetings, format and distribute.
* Awareness and ability to work within GDPR legislation and Diocese Guidelines.
* Familiarity with use of standard office equipment
* Sympathetic with the ethos of the Christian faith and the Church of England

**Key responsibilities**

The postholder and the Vicar will agree and regularly review a prioritised list which will include some or all the following responsibilities:

### Communication

1. Handle correspondence to the church office, including letters, e-mail and phone calls and taking first line action where appropriate
2. Maintain the church directory.
3. Assist with keeping the church website up to date.
4. Distribute the weekly parish email.
5. Assist with arrangements for occasional events and communications; for example, church weekends away, booking speakers, the annual prayer week, Christmas and Easter leaflets, and other missions.
6. Coordinate arrangements for school visits, faith trails etc.

### Worship and Service-related activities

1. Check the weekly order of service for accuracy and liaise with various leads if needed
2. Check quarterly registrar returns for the vicar’s signature.
3. Co-ordinate rotas for preaching, leading, reading, prayers, junior church, music, tea/coffee, sound desk, computer, flowers, etc.
4. Maintain statutory and other key parish records.
5. Maintain parish registers, ensuring that church records are kept up to date (e.g. electoral roll, register of baptisms, marriage banns, record of fees)
6. Coordinate annual CCLI returns.

### Meetings.

1. Arrange the annual schedule of PCC and subcommittee meetings, as directed by the vicar.
2. Set up other meetings as requested.
3. Collate digital information packs for meetings.
4. Produce and issue meeting agendas as requested.

### Administration

1. Regularly maintain and review established filing and administration systems.
2. Produce and update various lists, as requested.
3. Maintain stationary supplies,
4. Oversee the maintenance of equipment in the church office and comply with any maintenance and service contracts held by the parish.

### Bookings & Invoicing

1. Maintain the church forward diary, both paper and electronic, escalate any clashes and manage activities to support this.
2. Make and manage any bookings for the church premises and liaise with the Treasurer for invoices or receive payment for the same.

### Additional Tasks

1. Operate in accordance with GDPR legislation and PCC policy.
2. Undertake any other related task in line with the skills and qualities required for this post as agreed with the Vicar.

**Key relationships**

* Parish incumbent.
* Church wardens
* PCC members (inc. Secretary and Treasurer)
* Volunteers.
* Contractors and Suppliers

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** | **Criteria Assessed by:** |
| **Experience, knowledge and skills** | | | |
| Experience of working in a similar role. |  | X | Application |
| Previous experience of working in a paid or voluntary capacity in church or community settings. |  | X | Application |
| Pro-active and able to work with limited supervision. | X |  | Application / Interview |
| Able to handle confidential matters with discretion. | X |  | Interview |
| Well organised and efficient with good attention to detail. | X |  | Application / Interview |
| Good general computer skills; experience of using email, internet, electronic calendars, Microsoft Word. | X |  | Application / Interview |
| Additional computer skills; Microsoft Excel, PowerPoint, managing website content, cloud-based storage, posting content to social media  (The role will involve all these skills, but training will be provided if required) |  | X | Application / Interview |
| **Personal qualities** | | | |
| An excellent communicator; in person and on the phone and in written communications. | X |  | Application / Interview |
| A polite and professional manner especially when dealing with confidential issues, including safeguarding issues, and other matters. | X |  | Interview |
| Is willing to participate in relevant training | X |  | Interview |
| **Qualifications** | | | |
| Degree or Diploma of Higher Education |  | X | Application |
| GCSE English and Maths (or equivalent) | X |  | Application |

**Outline of Terms and Conditions**

**Employer**: St. Stephen’s PCC

**Contract type:** Permanent

**Salary:**  £12.60 per hour

**Hours**: This is a part-time role based on a 12-hour working week, with the work pattern to be agreed with the Vicar.

The post holder may be asked if they would work additional hours so as to meet the reasonable requirements of the role. If exceptionally they are asked to attend meetings outside normal agreed office hours, the post holder will be entitled to time off in lieu.

**Location**: This is an office-based role at St. Stephen’s Parish Centre, Bird Street, Preston, PR1 8DY.

**Pension:** Option to join a pension scheme with an 8% employer and 2% employee contribution.

**Annual leave**: 28 days (20 days plus Bank Holidays) pro rata for part time posts

**Probationary period**: Six months

**Notice Period (subject to passing probationary period):**

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| Service of less than one month | No notice required |
| Service of less than six months | 1 week |
| Over six months | 4 weeks |

**Expenses:** Reasonable expenses incurred while carrying out the duties of the role will be reimbursed

**Right to work**: The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn and St. Stephen’s PCC believe that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

**The Diocese of Blackburn and St. Stephen’s PCC are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. This role is subject to a basic DBS check.**

**Preparation of Job Description**

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| Author of Job Description | Revd. Clive Beard | |
| Date signed off | 9th July 2025 | Version 1.0 |