

# Fleetwood Church

## Job Description

<b>Job Title:</b>	Parish Administration Assistant
<b>Salary:</b>	£12/hour (Living wage)
<b>Hours:</b>	14 hours per week to be worked in a flexible pattern in agreement with the Curate-in-Charge, but to include one Sunday per month
<b>Location:</b>	Fleetwood Church/Church Office
<b>Responsible to:</b>	Curate-in-Charge, Fleetwood Church

### 1. Background to Fleetwood Church

The Anglican parish of Fleetwood St Peter and St David (known as 'Fleetwood Church') is one of two parishes in the town of Fleetwood. St Peter's is a large historic building in the centre of the town, whilst St David's is a smaller modern building in the south of the parish. We have a vision to be welcoming, missional and effective disciples of Jesus in a mixed ecology parish for all ages.

### 2. Role purpose

We're passionate about sharing the love and good news of Jesus with the people of Fleetwood and are looking to recruit someone as a Parish Administration Assistant who shares this vision and passion.

The purpose of the Administration Assistant is to support the Curate-in-Charge with church administration tasks, freeing up his time to focus on mission and ministry. It is envisaged that half the time will be spent working on administrative tasks, such as email correspondence, hall bookings etc, whilst the remainder of the time will be spent on supporting the administrative efficiency and effectiveness of the parish.

Alongside general administrative work, specific projects will be undertaken. At any given time, the Parish Administration Assistant will be given one project to work on. Examples of the types of projects that may be undertaken include, setting up new administration and management systems (such as a new ChurchSuite module or 'Safeguarding Hubs'), or the digitalization of a set of paper records (i.e. Churchyard burial records).

The role requires someone who is approachable, well organised and with good interpersonal skills. Knowledge of computer packages and the ability to use social media will be essential. This position requires a good degree of professionalism and the ability to work in an environment where multi-tasking, sound decision making, self-motivation and discretion are necessary.

### 3. Main duties and responsibilities

- Provide administrative and secretarial support to the Curate-in-Charge including diary management and ordering of supplies/equipment.
- Respond to parish correspondence, ensuring that information (both online and paper based) is handled in an appropriate way, this will require a working knowledge of GDPR compliance and practice.
- Acting as a point of contact for booking in parish baptisms, weddings and funerals, ensuring they are handled in an appropriate and sensitive way, and that follow-up actions are completed .
- Ensuring that any data that the parish is required to collect is gathered and reported as necessary.
- Developing marketing approaches for new parish systems and processes.
- Monitoring and reporting to the PCC on compliance, utilisation, and data quality for new systems and processes that are introduced (i.e. checking new systems are being used and processes are correctly followed).

### 4. Person Specification

Criteria			Criteria assessed by	
			Application	Interview
<b>Experience, knowledge, training and qualifications</b>				
a	A good level of education - GCSE pass (or equivalent) in Maths and English	Essential	✓	
b	Training or equivalent experience in Safeguarding Hubs and/or ChurchSuite software.	Desirable	✓	✓
c	Ability to use Google Workspace software including Gmail, Google Docs and Google Sheets.	Essential	✓	✓
d	Experience of successfully planning and undertaking projects, ideally in a church or community work setting.	Essential	✓	✓
e	Knowledge of church administration and reporting processes including parish returns.	Desirable	✓	✓
f	Experience of training and/or the promotion of IT system including social media platforms	Desirable	✓	✓
<b>Personal attributes</b>				
a	Enthusiasm for the gospel and mission of the church	Essential		✓
b	A positive person who is willing to overcome challenges, adapt to changing requirements and solve problems.	Essential	✓	✓
c	Well-organised and administratively effective.	Essential		✓
d	Self-motivated with the ability to work with others and manage own workload.	Essential	✓	✓

e	A team player who is able to work collaboratively with a diverse group of people including paid staff, volunteers and parishioners.	Essential	✓	✓
f	Excellent communication skills across a broad range of personality types, backgrounds, and levels of engagement and support.	Essential		✓
g	A commitment to safeguarding children and vulnerable adults, and ensuring the application of Church of England safeguarding policy.	Essential	✓	✓

### Outline of Terms and Conditions

**Employer:** You will be employed by the Parochial Church Council of Fleetwood St Peter and St David

**Salary:** £12 per hour paid monthly. Remuneration will be reviewed annually.

**Term of Appointment: Fixed term until 31/12/2030** - The duration of this contract is subject to funding from the National Churches Strategic Mission and Ministry Investment (SMMI) fund.

**Hours:** Part-time (14 hours per week). Hours to be agreed with the Curate-in-Charge.

**Location:** The post holder will be based at Fleetwood Church.

**Pension:** 10% Employer, 3% Employee contribution

**Annual leave:** 25 days (plus statutory bank holidays) pro-rata. Leave should be arranged in advance with the Curate-in-Charge, bearing in mind the particular seasonal demands of preparation for major church festivals. The holiday year runs from 1 January to 31 December.

**References:** Appointment will be subject to the receipt of two satisfactory references, including present or most recent employer.

**Probationary period:** The role will be subject to completion of a satisfactory 6-month probationary period, with the first review after 3-months. Appraisals will take place annually thereafter.

**Notice Period:** During the six-month probationary period two weeks' notice is required on either party. Thereafter three months' notice is required should you wish to resign.

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

**DBS:** A basic DBS is required.

**Safeguarding:** Fleetwood Church is 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 and undertake the Diocesan Safeguarding training course.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds**

## **5. How to apply**

To apply please write to Andrew Downes (priest@fleetwood.church) giving some background to yourself and explaining why you are the right person for the role. Please include a summary of relevant qualifications either as a CV, link to a LinkedIn profile, or similar. The information you provide will be compared against the person specification outlined above.

The deadline for applications is Wednesday 30th October and interviews are expected to be held on the afternoon of Wednesday 6th November.