

The Parishes of Briercliffe and Worsthorne Burnley

Parish Administrator

Job Title:	Parish Administrator
Salary:	£12.60 per hour
Hours:	14 hours per week; pattern to be agreed between the post holder and the vicar.
Location:	Home and vestries of both churches.
Responsible to:	Incumbent

Background

Both Briercliffe and Worsthorne have a village feel. They serve communities that respect and believe in the church to be at the heart of their lives. Briercliffe Church is an active church serving its strong congregation and church school. Its outreach and mission are based around our work with families through school and our community activities. Worsthorne Church is at the heart of the village square, and our rural community rooms offer space for many community groups and uniform organisations to use. With our roots within the community, the church is the focal point, especially during harvest and Christmas. Both churches are at the clasp of growth and vision for the future

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 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 websites including 'A Church Near You' and Facebook.
4. Produce and distribute the weekly parish Pew sheet for both parishes.
5. Acting as a point of contact for booking in parish baptisms, weddings and burial of ashes, ensuring they are handled in an appropriate and sensitive way, and that follow-up actions are completed.

Worship and Service-related activities

1. Check the weekly order of service for accuracy and liaise with various leads if needed.
2. Co-ordinate rotas for preaching, leading, reading, prayers, tea/coffee, etc.
3. Maintain statutory and other key parish records.
4. Maintain parish registers, when required with Wardens, ensuring that church records are kept up to date (e.g. electoral roll, register of baptisms, marriage banns, record of fees)

Meetings

1. Arrange any meetings, as directed by the vicar.

Administration

2. Regularly maintain and review established filing and administration systems.
3. Produce and update various lists, as requested.
4. Maintain stationary supplies.

Bookings and 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. Report any safeguarding concerns following the parish safeguarding procedures.

3. 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

Criteria	Essential	Desirable	Criteria Assessed by:
Experience, knowledge and skills			
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
Experience of being 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

Sympathetic with the ethos of the Christian faith and the Church of England	X		Application/ Interview
A commitment to safeguarding children and vulnerable adults, and ensuring the application of Church of England safeguarding policy is integral to all projects.	X		Application/ Interview
Qualifications			
Qualification in administration at level 3 or above (or equivalent experience)	X		Application
GCSE English and Maths (or equivalent)	X		Application

Outline of Terms and Conditions

Employer: St. John Worsthorne PCC

Contract type: Fixed term for 2 years, with the potential to extend with funding.

Salary: £12.60 per hour

Hours: This is a part-time role based on a 14 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: Vestries at Briercliffe and Worsthorne, with homeworking available.

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):

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. James and St. John 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. James and St. John 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.

Revd Michael Read

Vicar of Briercliffe and Worsthorne .

*For an informal conversation about this post, please contact Revd Michael Read at:
revmikeread@yahoo.co.uk*

How to apply:

Completed application forms should be sent to Revd Michael Read at:

revmikeread@yahoo.co.uk

or post St John Vicarage Gorple Road Worsthorne BB10 3NN

Closing date: Friday 9th February 2026 at 9am

Interview date: Wednesday 11th February 2026