**United Benefice of Newton Abbot**

**Job Description**

**1. Job Details**

Post: Administrator for the United Benefice [Parish Administrator]

Salary: £11.50 per hour

Hours: 18 per week

Location: Based in the Parish Office, St Paul’s, Devon Square. Newton Abbot

**2. Job Purpose**

2.1 To provide administrative support for the clergy and officers of the United Benefice

2.2 To be a point of contact for enquiries

2.3 To co-ordinate the administrative functions of the Benefice e.g. weddings, baptisms and funerals

2.4 To maintain high standards of administrative procedures

2.5 To take notes of formal meetings

**3. Dimensions of the Job**

3.1 There are no budgetary responsibilities associated with this role, however, it is expected that prudence will be shown when ordering stationary and other goods.

3.2 There are no line management responsibilities associated with this post

3.3 If the post is a job share, it is anticipated that a basic level of prospective cover will be available for annual leave.

**4. Organisational Chart**

Churchwardens of

Newton Abbot Parish

Parish Administrator

Incumbent

**5. Knowledge Skills and Experience Required**

**Essential**

5.11 Excellent interpersonal skills and the ability to work as a part of a wider team of people

5.12 Excellent telephone manner and communication skills

5.13 Proven organisational ability and able to work to and meet deadlines

5.14 The ability to multi-task

5.15 Good level of experience in using computer systems including Microsoft Office and a willingness to learn new systems (e.g. Data Developments Finance System)

5.16 Self motivated and happy to work unsupervised

5.17 Experience of scheduling meetings and the organisation of rotas

5.18 A happy disposition

**Desirable**

5.21 A baptised member of the church

5.22 Experience of updating website information

5.23 Experience of posting/updating Facebook

5.24 Previous experience of administration within the Church context

**6. Key Result Areas**

To ensure efficient and effective administration within the Parish Office in the following areas:

**General Administration**

**Shared Responsibilities**

* Management of emails to the Parish Office
* Point of contact for enquiries (including acting on telephone/answer phone messages)
* Liaising with and providing administration support for the Rector and clergy
* Liaising with the clergy to produce and print weekly pew sheet including the notices
* Weekly update of the Parish website with Diary and pew sheet
* Posting of pictures and news on the Parish Website and Facebook including
* Produce orders of services for special services and seasonal services e.g. Christmas and Easter
* Produce posters (and tickets when required) for special events
* Manage church bookings for St Paul’s Church, including invoicing and receipt of monies
* General photocopying (including production of welcome book and Church guides)
* Filing
* Management of correspondence
* Managing diaries - including electronic clergy diaries
* Produce 'sign-up lists' for special events and pilgrimages
* Circulate the service rotas

**Responsibility of Post-holder**

* Formulation of press releases advertising or reporting on major events
* Order stationary and sacristy supplies
* Complete electronic timesheet and PAYE information
* Produce the annual report for the Annual Parochial Church Meeting including the nomination and voting of members
* Complete with the Parish Treasurers the annual return to the Charities Commission and the Annual Return to the Diocese of Exeter after the Annual Parochial General Meeting
* Produce the readers list for all churches

**Funerals**

**Shared Responsibilities**

* Be a point of contact for Funeral Directors to book funerals and relative to arrange the interment of ashes in existing churchyards where possible.
* Enter names of deceased in the chantry book and include names on the pew sheet on the anniversary of their death
* Co-ordinate the invitations of families for the service for departed loved ones in November
* Maintain the register for the Garden of Remembrance at the various churchyards
* Invoice families and managing fees for interment of ashes
* Liaise with the Funeral Director for the interment of ashes
* Forward names for inclusion into the Book of Remembrance at the various churches
* Be a point of contact for those making graveyard enquiries
* To administer the monument application process for the benefice

**Baptisms**

**Shared Responsibilities**

* Be an initial point of contact for those requesting Baptism and forward details to the clergy
* Arrange with parents a date to come to church for the thanksgiving for the birth of a child before their Baptism
* Complete Baptism register
* Produce certificates for the Baptised and their Godparents/sponsors

**Weddings**

**Shared Responsibilities**

* Be an initial point of contact for couples wishing to get married within the benefice
* Maintain the list of weddings booked into the benefice
* Agree dates where banns will be read in church
* Produce banns certificates for couple being married elsewhere
* Agree additional items of expenditure with wedding couples (e.g. choir, organist, bells, torcheres at St Petrox, video permissions) and invoice couples
* Receipt of wedding fees including the apportionment of fees for additional items (see above)
* Fill out wedding registers and certificates for all churches
* Complete wedding certificate return for the Registrar for all the churches and liaise with the clergy

**Areas for Future Development**

* Supporting the process for applications to grant making bodies and faculty applications
* Safeguarding liaison for the benefice
* Support the co-ordination of the Pastoral Care Team
* Support the inputting of finance data onto data Developments System
* To implement electronic diaries for all the clergy
* Move towards electronic graveyard records

**Responsibility of New Post-Holder**

* Be a point of contact for annual car park renewal fees
* Secretarial support for the Parochial Church Council and other sub-committees including Parish Finance Committee as required
* Co-ordinate boiler servicing and fire safety checks across the Benefice
* To update and redesign the wedding forms process for couples to book different aspects of their wedding day

**7. Communication and Working Relationships**

This post requires the post-holder to communicate with many people within the parish and outside the parish and wider diocese. There are weekly staff meetings and there is regular contact between the parish clergy and the Parish Administrator.

**8. Most Challenging Part of the Job**

Competing priorities

Dealing with enquiries or taking messages where the caller/visitor is upset or grieving

**9. Job Description Agreement**

**Post holder: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Incumbent: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**United Benefice of Newton Abbot**

**Administrator for the United Benefice [Parish Administrator]**

**Job Description**

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| **Attributes** | **Essential** | **Desirable** |
| Qualifications, special training and general intelligence | Good standard of general education  Good standard of IT literacy including Microsoft Office | Experience of using finance systems |
| Knowledge and skills required | Ability to multi-task  Ability to work on own or as part of a team  Proven organisational ability | Experience of updating web-based information  Web design  Use of Facebook |
| Personal requirements  e.g. Communications and interpersonal | Excellent interpersonal skills  Self-motivated  A happy disposition |  |
| Special experience |  | Previous experience of working within a church environment  Previous office experience |
| Other requirements |  | Baptised member of the church |