



Kidlington with Hampton Poyle Anglican Churches

PARISH ADMINISTRATOR

Charity Reg: 1135350
www.kidhp.org.uk

Further Particulars

Location: The Parish Office is currently located in a portacabin within the grounds of St John's Church Kidlington and is shared with a part time Children and Families Worker. Some hours will be required to be spent in the office but some working from home, at times to be agreed, would also be acceptable. We are a flexible employer.

Working hours: The post will be for 20 hours per week.

Salary: £12K-£14K for 20 hours, subject to experience.

Starting date: To be agreed with the successful candidate.

Background:

We are a welcoming Church of England parish serving all sectors of the local community in Kidlington and Hampton Poyle. Our three churches are St Mary's Kidlington (at the north-east boundary of Kidlington), St John's Kidlington (at the southern approach to Kidlington), and St Mary's Hampton Poyle (in the village of Hampton Poyle). We are inclusive and creative with a wide variety of groups for prayer, study, fellowship, discussion, music, and crafts which help us come close to God in our different ways. We also run a range of groups for children and families during the week through our community Hub.

The Parish Administrator will perform a key role as part of the ministry team – working with the clergy, churchwardens and various volunteers already assisting with administrative and financial tasks. This will involve a major active contribution to the parish communications initiatives as well as office duties. Apart from the clergy the PA is often the first/main point of contact for members of the community and hence plays an important part in our welcoming mission.

The post is subject to a 'successful' DBS check.

The successful candidate will be able to demonstrate:

(a) Essential

1. A welcoming and friendly attitude

2. Team work, able to work independently but consultatively, and to demonstrate initiative and a proactive approach to tasks
3. Experience of office work and competency in a wide range of administrative tasks
4. Good literacy, numeracy, accuracy and communications skills
5. Good IT skills including the use of Microsoft Office products, databases, Facebook and other social media
6. Experience in using bookkeeping and financial packages
7. Interest and sympathy with the culture of the Church of England and our Mission priorities, which include children and youth work and pastoral care of the elderly and infirm

(b) Desirable

1. Experience in using social media for community communications and website maintenance
2. Experience of working in a church environment
3. Flexibility (occasional requirement to work outside core office hours, including evenings and weekends)
4. Full UK driving licence (occasional use of own vehicle for work purposes)

Job Description

1. Promotion of the parish and its activities through all communication vehicles
 - Communication of news and events by email (or on paper as necessary)
 - Updating of social media platforms and parish website, in collaboration with others
 - Formatting posters and documents to standard form, logo, style etc.
2. Processing emails and telephone calls directed to the Parish Office
3. Assisting the ministry team as required in support of baptisms, funerals, weddings and confirmations, including making arrangements with organist, vergers, cleaners, flower team etc.
4. Maintenance of parish database (address book, calendar etc) including preparation of reports, e.g. the annual revision of the Electoral Roll
5. Responsibility for administering and recording day-to-day financial processes
6. Liaising with Parish Treasurer
7. Arranging any required DBS checks/training as needed
8. Acting as first point of contact for providing access to buildings
9. Purchasing of supplies for office, liturgical, janitorial and catering
10. Responsibility for Health & Safety of the office, including ensuring the office and associated equipment are maintained as necessary
11. Maintenance of the library of policies and procedures
12. Assisting the clergy in the drafting, formatting and printing of service booklets and maintaining a library of existing booklets for all seasons
13. Anything else commensurate with the post, as requested by the ministry team.