

## **Emmanuel Croydon, Office Administrator JD and Person Specification**

<b>Title</b>	Office Administrator and Secretary to the Vicar
<b>Contract and Hours</b>	Part time, fixed term contract to 30 <sup>th</sup> June 2020, with possible extension for 6 months, following PCC review. 20hrs per week (0.54 equivalent) over four weekdays. The post holder may be required from time to time to attend meetings and at weekends including Sundays.
<b>Accountable to Line Manager</b>	Emmanuel PCC, Vicar Operations Manager
<b>Salary</b>	£10,400 per annum 20 hrs (£19,240 FTE)

### **Role Purpose**

Effective day to day administrative running of the church office. As an integrated member of the staff team you will join team prayers during the week. The role will also support the Operations Manager, the Clergy in routine diocese and parish administration, and other activities.

### **Emmanuel Church - our vision**

**To make disciples who follow Jesus each day, across all age groups, transforming families, communities and workplaces**

**Outcomes** for the Church Office are:

- Welcoming reception with prompt responses to queries
- Timely and effective parish administration, ensuring key supplies in the Church and centre and regular checks of safety systems and supporting routine maintenance

**To achieve our vision the PCC are committed to** a church office that is accessible to the Parish and run in a professional way.

### **Responsible for**

- Administration in the church office
- Church reception, for example the contact point for church bookings of weddings, funerals, baptisms etc
- Secretarial support to the Clergy as required
- Action some of the church's procurement requirements, and liaise with some routine contractors
- Maintain databases, assisting with the website and other parish records as required.

### **Ongoing duties and tasks**

#### **Reception**

- Greet visitors and liaise with Clergy and other volunteers/staff as necessary
- Respond to enquiries and correspondence, promptly, via email, phone, post or in person, taking all necessary action to ensure that enquiries are processed fully and promptly
- Open correspondence on a daily basis
- Type and distribute letters and e-mail correspondence

- Ensure hospitality supplies are restocked and bins emptied

### **Administration**

- Consult with volunteers, drafting and communication of rotas for specific roles on Sundays as required. Rotas are prepared quarterly but changes occur weekly
- Maintain parish databases and event diaries; includes liaising with group leaders to maintain and update the diary/bookings for church events/activities, ensuring online information is updated as appropriate
- Prepare and circulate the Sunday Plan as required each week
- Support clergy and lay readers with effective administration as directed by the line manager for example with the quarterly sermon programme
- Prepare the monthly guide including prayer list with clergy, staff and volunteers
- Use the quarterly service plan to ensure forthcoming service details are updated on the website and Churchsuite rotas
- Ensure that internal and external notice boards are tidy and up to date
- Ensure that hard copies of information are tidy and up to date
- Update Churchsuite, adding newcomers and archiving leavers, liaising with clergy, staff and welcome team
- Action requests from clergy to use Churchsuite for communication with church members and run reports from Churchsuite as required
- Prepare annual returns regarding electoral roll. This will need to be done from scratch every 5 years
- Uploading weekly sermon recordings, descriptive text and images to website in liaison with clergy and others
- Update service register weekly
- Process all documentation and correspondence for baptisms, weddings and funerals and complete relevant registers, certificates and returns
- Process relevant invoicing and collection of fees
- Coordinate rota for baptisms, weddings and funerals (clergy, musicians, vergers etc)
- Collate all material for the annual inspection by the Diocese
- Comply with Emmanuel Church's commitment to incorporate equality, diversity and inclusion in day to day practice

### **Procurement and contractors**

- Place all stationery orders, tea/coffee/communion wine and other items when required to ensure sufficient stock ensuring value for money
- Book regular contractors as set out in the buildings and equipment maintenance schedule, keeping the schedule up to date
- Arrange with church house occupants annual gas safety checks etc.
- Do fortnightly H&S check of premises and maintain documentation
- Undertake weekly fire alarm and emergency lighting checks
- Ensure First Aid supplies are well stocked
- Oversee use and maintenance of church photocopier, liaising with the volunteer print team each week
- Ensure lost property in the Church and Centre is kept tidy and regularly purged

This job description is not intended to be comprehensive. Other duties and tasks will be required and prioritised as they arise with the line manager. The post holder will be required to deputise for the Operations Manager from time to time.

<b>Person specification - Criteria</b>	<b>Essential/ Desirable</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A levels</li> <li>• Business administration qualification or significant relevant experience</li> </ul>	<p>Desirable</p> <p>Essential</p>
<p><b>Knowledge and skills</b></p> <ul style="list-style-type: none"> <li>• Dedicated administrative experience in a service activity</li> <li>• Excellent attention to detail</li> <li>• well organised, able to plan own workload, work efficiently, meet tight deadlines and multi-task</li> <li>• Flexible, able to adapt to change</li> <li>• Pro-active, able to work independently, willing to tackle whatever needs doing, seeing it through to completion</li> <li>• Good written and oral communication skills</li> <li>• Confident interpersonal skills, able to relate well to visitors</li> <li>• A good team player</li> <li>• Competent user of Microsoft office</li> <li>• Experience of using a database</li> </ul>	<p>All Essential</p>
<p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Committed to a diverse church community by ensuring equality, diversity and inclusion are integral to the role</li> <li>• Friendly and welcoming, able to deal with matters of confidentiality, with sensitivity and compassion</li> <li>• Calm under pressure</li> <li>• Treats people with respect</li> <li>• Ability to make decisions and take initiative</li> <li>• There is a genuine occupational requirement for the holder of this post to be a Christian, sharing in the worship, prayer and spiritual life of Emmanuel Church in the role of Administrator</li> </ul>	<p>All Essential</p>