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LONDON

The Parish Church of St Andrew's, Kingsbury



PARISH ADMINISTRATOR – JOB PROFILE

Job Title: St Andrew's Church Kingsbury: Parish Administrator

Hours/remuneration: Currently 8 hours per week at a salary of £7,280 per annum. (£17.50 per hour for 8 hours a week for 52 weeks). There is scope for discussion about the details (e.g. we can be flexible around school holidays, and about working hours and days. Weekend working is not expected). This will be paid in twelve equal payments, in arrears, into your bank account by bank transfer each month. Tax, NI & Pension contributions to be discussed.

Principal Objective: To play a key role in the smooth and effective operation/administration of the Parish Office of St Andrew's Church Kingsbury and a friendly and approachable channel for all who interacts with the church and its community.

Employed by: St Andrew's Parochial Church Council (PCC, Registered Charity 1166287). Working space to be provided in the Church Hall. Applicant needs to be happy working alone some of the time.

Probationary period: three months

Notice period: one month

Line managed by: The Vicar or Churchwarden(s) during an interregnum

Internal contacts: Clergy, Churchwarden(s), Pastoral Assistant, Standing Committee, Fund Raising Committee and the Parochial Church Council (PCC) and its Officers: Secretary, Treasurer, Planned Giving Officer, Safeguarding Officer, Children's Champion

External contacts: National Church, Diocesan/Willesden/Fulham Officials, Local Clergies, the Architect and his office, the Romanian Priest, Brent Council (re: Elections and Cemetery), Local Councillors, Local Police, Christopher Rawlinson & Co. (Letting Agency), general public, users of Parish properties, tenants, contractors, suppliers, and members of the congregation

MAIN DUTIES AND RESPONSIBILITIES

1. Management of the Parish Office

- To be a support to the Ministerial team (Vicar, Churchwarden(s) Pastoral Assistant), attending monthly team meetings, co-ordinating all parish activities, maintaining the Parish Diary, and identifying duplication or overlap of events etc.
- To assist the Vicar with daily communications (post, phone, answer machine, fax and email) including visitors to the office
- To create an efficient filing system and to keep all records in good and available order
- To assist in the creation and production of service papers
- To complete and maintain service registers, marriage returns and certificates
- To deal with all ordering of goods and services relating to the effective management of the building and parish.
- To manage the Parish website and Facebook account

2. Management of the Building

- Deal with day-to-day property issues
- Respond to enquiries from property users and manage emerging issues
- Ensure contracts and invoices are issued for bookings
- Upkeep of Church's maintenance log and other records

3. Estate Management

- Liaison with Church and Hall tenants and the flat's letting agency on all matters
- Focal point for all repair and maintenance work, including liaising with insurers and contractors
- Produce and send out hall hire contracts, invoices and receive payments.
- Manage service agreements for the fire alarm, fire extinguishers, intruder alarm, CCTV, IT services, utility providers, photocopier and copyright license.

4. Routine Financial Management

- Prepare invoices for payment and to provide all financial paperwork and monthly bank statement to the treasurer
- Chase up unpaid invoices.

5. Ordering of office and cleaning supplies and managing service contracts.

6. Any other duties as required by the post

PERSON SPECIFICATION

Knowledge, skills, and abilities

Essential

- Excellent organisational skills
- Experience working in an office or church administration
- Excellent verbal and written communication skills
- Excellent IT skills including experience of Microsoft 365 (Word, Outlook, Excel, Publisher, PowerPoint), website administration

Desirable

- Basic working knowledge of Church of England processes
- Working knowledge of GDPR

Personal Attributes

- to demonstrate a mature and sensitive manner in dealing with members of the public, and in fostering good relationships with 'staff', volunteers, and other regular contacts
- A capacity to work on your own and as part of a team, confident to take initiative
- The ability to handle multiple tasks and work to deadlines
- To understand and respect the need for confidentiality

How to apply:

Please send a covering letter/email explaining why you believe you are suitable for this role, with your CV **by 12 noon on Saturday, 31st August 2024**. Please details of your previous employment, relevant experience and details of two referees, one of whom should be your current or most recent employer (referees will not be contacted without your permission).

Shortlisting will take place on **Thursday, 5th September**.

In-person **interviews** will take place on **Tuesday, 10th September**.