

<b>Job Title</b>	Parish Administrator		
<b>Company</b>	St Nicholas Church, Shepperton		
<b>Contract Type</b>	Part Time (12hours)	<b>Location</b>	Shepperton
<b>Reports To</b>	The Rector	<b>Direct Reports</b>	None
<b>Overall Purpose of the Role</b>			
Summary of the role – overall role contribution to team and organisation			
<p>The Parish Administrator is a key member of the staff team at St Nicholas Church, Shepperton. Administrative support of the worship and mission of the Church is vital to spiritual health and church growth. You will be first point of contact for people outside the church community, and will take an active role in supporting the life of the church community.</p>			
<b>Areas of Responsibility</b>			
Key elements and required results of the role			
<ul style="list-style-type: none"> <li>• Establish and maintain a digital parish diary</li> <li>• Respond to emails and phone calls appropriately</li> <li>• Preparation of service materials, rotas, pew sheets and notice board publicity.</li> <li>• Maintain and update the parish website on a weekly basis</li> <li>• Administration of Baptisms, Weddings and Funerals</li> <li>• Develop our external communications and internal administrative systems</li> <li>• Provide an administrative service for the Parish Centre</li> <li>• Assist with annual and other returns required by diocese</li> <li>• Assist in maintenance of Church regulatory documentation/obligations</li> <li>• Co-ordinate the work of the office volunteers</li> <li>• Review and make recommendations for office software</li> <li>• Assist the Churchwardens and Treasurer as required</li> </ul> <p><b>Other General Activities</b></p> <ul style="list-style-type: none"> <li>• Attend and contribute to Team meetings when required</li> <li>• Timely completion of annual Appraisal with Line Manager.</li> <li>• Attend training sessions or action development plans as identified during appraisal.</li> </ul>			
<b>Experience and Professional Qualifications Required</b>			
Number of years' experience, Qualifications and People Management experience			
<ul style="list-style-type: none"> <li>• A minimum of two years' administrative experience preferred.</li> <li>• High level of computer literacy essential including Microsoft Office</li> <li>• Good project management skills and experience</li> <li>• Good knowledge of Social Networking sites</li> <li>• Database Administration skills a strong advantage</li> </ul>			

## Competencies Required

Highlighting the key competencies required for each role

- Interacts well with people who have different backgrounds and work styles
- A high level of confidentiality
- Excellent communication and interpersonal skills.
- Listens and asks questions to ensure understanding.
- Ability to prioritise
- Demonstrates flexibility in response to changes
- Treats others with respect
- In sympathy with the ethos, mission and beliefs of the Christian faith

## Work environment

We aim for a family-feel working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. It is an exciting and challenging place to work and is full of variety. We aim for a 'can do' environment where innovation and creativity is encouraged alongside serving others. We value laughter, honesty, courage and commitment. Your own professional development will be supported and encouraged.

## Work Expectations

- Part time, 12 hours per week:
- holidays per annum pro rata
- 3 month probationary period
- Whilst on a weekly basis the role has a regular pattern, the role holder may be asked to be available to work key dates and events at St Nicholas Church, which could include preparation for baptism and weddings, major fundraising events and Annual Parochial Church meetings. Such occasions will be negotiated in advance and time off in lieu will be offered.
- Role holders will prize learning and development for themselves

## To apply for this role

Please email an up-to-date CV, including 2 referees and a short covering letter detailing why you feel you are suitable for this role to

[rector@stnicholaschurch-shepperton.org](mailto:rector@stnicholaschurch-shepperton.org)

**References will not be taken up until you are called for interview**

**Closing date:** Sunday 14<sup>th</sup> August 2022