## Job and Person Specification for Assistant Parish Administrator

**St Mary with St Alban (SMwSA) and St Peter & St Paul (SsP&P)**

**Main Terms:**

* Hours of work : 11 hours per week, spread over 4 to 5 days per week

5 hours at SsP&P;

6 hours at SMwSA, to be agreed with Parish Administrator

* 44 hours paid holiday per year plus public/bank holidays
* Salary : £11.00 per hour
* Employed by the SMwSA PCC.
* Responsible to: the Vicar
* Day to day accountability: to the Parish Administrator at SMwSA; to the Associate Priest at Ss P&P

**Overall Job Purpose**

* We aspire to be an open and welcoming church, engaging with the wider community, fostering faith and friendship and bringing people of all ages together to the glory of God. We are looking for a person who will help us to achieve this aspiration by providing efficient and effective administrative support to our ministry in Teddington.

**Key tasks**

**Ss P&P:**

* Manage the Parish Office at Ss Peter and Paul as a hub for all parish administration and respond to all general enquiries. Offer a friendly welcome to all visitors.
* Manage parish calendar and co-ordinate communications within the church and with external agencies.
* Manage enquiries, bookings and income with regard to the Parish Hall.
* Process invoices and payments for church and hall, monitor utility bills and manage utility suppliers, order supplies and liaise with maintenance contractors. This includes the receipt of cash for banns of marriage certificates and processing of the payments.
* Maintain the filing system for parish financial, legal and administrative documentation.
* Prepare a sheet for each Sunday service.

**SMwSA**:

* Produce the Morning Worship service sheet each week
* Maintain the CCLI Hymn Log On-line
* Manage the Parish Office administration for Weddings and Baptisms
* Prepare the monthly Rota for the 10am Service
* Assist the Parish Administrator with invoicing

**Skills and Attributes:**

**Essential**

* Effective in time management and ability to prioritise
* Will use initiative – a good self-starter
* Can demonstrate ability to liaise well with colleagues and the general public
* Able to communicate sensitively with hall users, parishioners and church volunteers
* Expertise in Microsoft Office and Outlook

**Desirable**

* Knowledge of office procedures and filing
* Church background an advantage