**Wanted: Church Administrator for Portishead Church of England**

* Do you love living in Portishead and would enjoy a job that is rooted locally and helps support our community?
* Are you someone with the gift and experience of helping organisations to run smoothly?
* Do you thrive on variety and flexibility in your work patterns?

Portishead Church of England is looking for someone to join their friendly and welcoming team to help with the administration and communication side of the church's ministry.

The role requires experience of working with Microsoft Office. The right candidate will enjoy the diverse challenges of taking initiative, working with others and communicating across a variety of media.

This is a part-time role based in our Church Office in Portishead. We are open to consider flexible working patterns including the possibility for some of the work being done at home.

For more information and to request an application form contact Rev Mark Fuller at [pilgrim@portisheadparish.co.uk](mailto:pilgrim@portisheadparish.co.uk) or 07766 310509 or click here [website]

*Portishead Church of England is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment*

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**Parish Administrator - Role Description**

**Purpose of Appointment**

To manage the work of the church office and to be a communication hub within the church and beyond so that the church’s administration functions efficiently, those who contact the church are responded to appropriately, communication is effective and the rest of the staff team are freed up to focus on their particular roles.

This is a part-time role based in our Church Office in Portishead. We are open to consider flexible working patterns including the possibility for some of the work being done at home.

**People Links**

Employed by the PCC and responsible day-to-day to the Team Rector.

Responsible for volunteers assisting with admin tasks.

Assisting the Staff Team, Church Wardens and the Treasurer. Liaising with Funeral Directors and the Finance Team.

**Responsibilities (depending on hours worked) to Include**

* Point of contact for those seeking to be in touch with the church
  + Respond to emails, phone messages, post and personal callers effectively and in accordance with the church’s desire to be hospitable and welcoming
* Manage information
  + Oversee the church database
  + Manage the church diary and bookings
* Oversee practicalities of ‘Life Events’
  + Handle bookings of weddings, baptisms and funerals
  + Handle requests for memorials
* Manage the church office
  + Manage church supplies and ensure effective working of IT, photocopier etc
  + Liaising with other users of the St Barnabas Centre where required
* Oversee communication within the church and beyond
  + Prepare and distribute the weekly noticesheet and other occasional communications to the church
  + Keep the website up to date
  + Liaise with Magazine editors and forward articles or information to them
  + Be an administrator for the church Facebook page and work to make sure that this is up to date
  + Prepare and collate annual Parish Chronicles for the Annual Meeting
* Perform day-to-day Finance Administrative tasks
* Be signatory for church accounts
* Ensure payment of invoices on a regular basis
* Ensure payments of fees to diocese as appropriate
* Issue/raise invoices for fees associated to Funerals and Weddings
* Reconcile Charity Bank Accounts on a monthly basis
* Update Liberty accounting software where appropriate
* weekly banking
* Provide some support to Musicians and Worship Leaders
  + Keep copyright reports up to date

Hours: from 15 to 22 hours a week to be negotiated

Office hours 9am to 12pm Monday to Friday. Additional hours by negotiation and can include flexibility around school holidays if required.

Salary: £12.21 per hour, plus enrollment in our occupational pension scheme.

Annual Leave: 6 weeks a year, including bank holidays

**Person Spec**

* Trustworthy and responsible – able to work effectively on their own, to manage their own time and to bring a task or small project to completion
* Personable and welcoming – able to be an effective first point of contact with those seeking to connect with the church or pastoral staff
* Have regard for the essentially Christian nature of the work and their role in serving the Church of England, be willing to facilitate our mission and have some understanding the principles underlying the church’s ministry and worship
* Good administrative and technological skills. Familiar and competent Microsoft Office (Word and Excel) and able to manage a database.
* Good communication skills – able to write clearly and to work with social media and Websites
* Flexible and able to learn new skills and willing to support staff team where required

*Portishead Church of England is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and complete all checks and training required by the Parish Safeguarding Officer and the Team Rector.*