

The Parish of Chorley, St. Laurence

Parish Administrator

Job Description



Role

We are looking for a gifted, experienced and skilled administrator to come and join St Laurence's Church on a part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the Rector, and working closely with a large number of volunteers.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

Along with our Rector and staff team, this post is key in enabling growth in the ministry and mission at St Laurence's. The post-holder will be expected to be a key face and voice of the church to the wider community, better enabling us to serve our parish.

This position requires a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organizational, financial, communication and interpersonal skills.

Context

St. Laurence's is the ancient parish of Chorley, dating back to the 1300s, it is a primarily residential and the church provides focal points for various community activities. The PCC is currently embarking on a Mission Action Plan to enable us to have a clearer sense of our vision, values and priorities as well as raising our profile in the local community. We provide a regular meal for the homeless and lonely (even on Christmas Day) and many of our members are actively involved in charitable causes.

Our Electoral Roll is presently 236 and we have on average 150 adults regularly attending Sunday morning worship and over 50 children on the Sunday School register.

We are currently reviewing several of our volunteer roles and formulating a Mission Action Plan to better equip us for mission and ministry in the 21st century. We are a growing and vibrant church community with a diverse range of activities taking place outside regular service times.

In addition to our Church Building we have a Refectory (which is used most days), a large meeting space (Standish Room), Parish Office and Upper Room. A review of our use of these spaces is soon to be taken.

We have a very close working relationship with our Church Primary School. In addition to parochial duties, the Rector is Chaplain to the Mayor of Chorley and has occasional civic duties.

Location and Hours

The role will be based in St. Laurence's Church, Chorley, PR7 1EB.

The role is initially scoped for 10 hours a week, ideally 4 mornings a week. (Some flexibility in the distribution of the hours could be agreed with the exception of a min of 2.5 hours support being required on Friday to ensure all is in order for activities throughout the weekend.)

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance).

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £8.70/hour paid monthly in arrears by direct transfer. The gross annual salary will be £4,524. This salary equates to a full-time gross annual salary of £15,834. Remuneration will be reviewed annually in January.

Access to a pension scheme is available after three months' continuous service, although the employer makes no contribution on behalf of the employee. Further details are available from the Treasurer.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days pro-rata. Leave should be arranged in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

The Rector will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.

Main Duties and Responsibilities

1. Answering general enquiries, taking messages and directing visitors to appropriate contact, keeping a pastoral awareness at all times.
2. Dealing with daily emails and phone calls (including answerphone).
3. Production of the weekly Pew News and weekly rota
4. Supporting the people responsible for maintaining office supplies, kitchen cleaning supplies and sacristy supplies
5. Ensure that confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and to have a working knowledge of GDPR compliance and practice.
6. Maintain spreadsheets for funerals, baptisms and weddings
7. Update Parish Database and liaise regularly with Electoral Roll Officer
8. To support the work of a large volunteer team as required (persons responsible for consolidated rota, baptism ministry, comms group, hospitality team)
9. Responsible for contributing towards a safe, secure healthy working environment.
10. Promote and foster St Laurence`s reputation and standing within the community.
11. Undertake any other duties which may be reasonably required.

Key working partners:

Rector's PA
Admin volunteers
Parish Treasurer
Safeguarding Officer
Comms Group
Friends of St. Laurence's
Bookings Officer
Electoral Roll Officer

Person Specification

Requirement	Essential or desirable?	How assessed? Application form (AF) and Interview (I)
Qualifications <ul style="list-style-type: none"> • degree or diploma 	Desirable	AF
Experience <ul style="list-style-type: none"> • experience of working in similar role • experience of church ministry/mission • experience of premises management • general accounting • experience of accounting software 	Essential Desirable Desirable Essential Desirable	AF & I AF & I AF & I AF & I AF & I
Knowledge <ul style="list-style-type: none"> • Sympathy with the aims, mission and values of the Church of England 	Essential	AF & I
Skills and competencies <ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral • strong attention to detail • general office and clerical skills • confident IT skills (excel, Office Suite, sharepoint) • strong planning skills with ability to work independently and manage workload • excellent organizational skills • ability to work flexibly 	Essential Essential Essential Essential Essential Essential Essential	AF & I AF & I AF & I AF & I AF & I AF & I AF & I
Personal Attributes <ul style="list-style-type: none"> • sensitive listener • experience of dealing with matters of confidentiality, sensitivity with compassion • ability to make decisions and take initiative • motivated to deliver high quality output • ability to manage the unexpected • enjoy learning and new experiences 	Essential Essential Essential Essential Essential Desirable	AF & I AF & I AF & I AF & I AF & I AF & I

Application process:

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to office@stlaurencechorley.co.uk

Timeline:

Closing date for applications: Friday 11th January 2019

Interviews: Monday 21st January 2019

Any successful appointment is subject to satisfactory references and DBS check