

Employee Role Description – Parish Administrator

The Church of England is committed to promoting a safe environment and culture.

The individual appointed to this role will be expected to work within the insurance policy and procedures of church and attend all required training.

Name of church/body	Saint Wilfrid's Calverley
Role title	Parish Administrator
Main purpose of the role	<ul style="list-style-type: none"> To provide administration support to ensure the effective running of the parish church. To manage the parish office and systems used. To give general support to the clergy, other paid staff and volunteers in all aspects of the church's ministry and mission.
What you will be doing	<ul style="list-style-type: none"> Attending weekly Cockpit Crew meetings (currently Mon at 10am). Preparing worship & service plans for Sunday services. Preparing the pre-service power-point for the Sunday services. Preparing the weekly newsletter. Maintain a presence on social media. Maintain rotas and communicate to volunteers. To handle emails and messages effectively. Be a point of contact for the congregation and wider community. Liaising with other staff and volunteers. To assist in planning church activities as required. To promote activities in the church. To produce posters, leaflets, flyers and invitations for church events when necessary. Printing and photocopying as required. Purchasing essential supplies for the effective running of the church building and services. Completing fee forms for weddings and funerals and forward to the relevant organisations. Producing the APCM report. Assist in the administration of recruitment of volunteers, following Safer Recruitment policy. Maintaining records of church members in accordance with GDPR, using Church Suite. Undertake training as required. Be a key holder.
When and where you will be doing it	<p>For an average of 12 hours a week. Some flexibility for daytime working and evening meetings may be required. Your main place of work will be at the Church, with a proportion of hybrid working allowed.</p>
Person specification	<p>You will be someone who:</p> <ul style="list-style-type: none"> Has a commitment to the faith and mission of St Wilfrid's Church: Loving God, Loving Calverley, Growing Together. Has empathy with the faith and mission of the Church of England.

	<p>The ideal applicant will be:</p> <ul style="list-style-type: none"> • Enthusiastic, honest and reliable. • Well organised and self-motivated. • Confident to work independently and show initiative. • Professional in personal conduct and confidentiality. • A team player. • Able to communicate well and with a range of people and situations. • Experienced at working well with volunteers. • Able to work as part of the lay leadership team of the church. • Confident in their IT skills including word processing, effective internet use and be willing to learn to use Church Suite if not already familiar with it. • Competent with social media or able to demonstrate a willingness and capacity to learn. • Able to follow church policies and procedures including Health and Safety and Safer Recruitment when necessary.
Training Requirements	Basic Safeguarding. Safer Recruitment.
Reference requirements	Details of 2 referees (known for at least 2 years).
Who you will be responsible to	The incumbent (Currently the Revd. Rob Denton). P.C.C.
Support you will be given	Regular meetings with Revd. Rob Denton. Initially every 3 months, to be reviewed after 1 st year, plus as needed.
General information	<p>The person appointed will be paid monthly & put onto the church payroll. Remuneration to be an hourly rate of £6960 per annum, for 12 hours per week. Holiday will be pro-rata at 6 weeks, (usually 18 days of work split over three days) Other policies are available to be viewed or are still being written, sick leave, whistleblowing, holidays etc. There will be a 6-month probationary period.</p>
How to apply	Please contact office@calverleyparish.church for an application form. Deadline is 31 st October 2023.