

Parish Administrator

The Parochial Church Council (PCC) of Rushen Parish are looking for a dedicated person, who will work under the direct supervision of the Vicar, to provide excellent administration services. The successful applicant will be in sympathy with the aims and mission of the Church of England, and be friendly and approachable; practising the highest standards of confidentiality, loyalty and professionalism.

Job Description

Job Title:	Parish Administrator
Hours of Work:	12 hours per week; Tuesday to Friday mornings (9.30 to 12.30am)
Holiday Entitlement:	4 weeks paid holiday plus statutory holidays (Office closed between Christmas and New Year and during Holy Week)
Rate of Pay:	£10.80 to 12.50 per hour
Reporting to:	The Vicar and Wardens of Rushen Parish
Place of Work:	Rushen Vicarage
Job Profile:	To provide administrative support to the Vicar

The post is subject to a 3-month trial period, after which there will be a review with the Vicar and Wardens. Thereafter a review every 12 months.

The role covers a wide range of tasks:

Duties:

- Designing and producing weekly notice sheets, orders of service, posters and leaflets to promote church activities
- Maintaining an effective and accessible system for storing electronic data (e.g. folders, sub-folders, etc.) that will be jointly accessible by the Vicar.
- Managing, along with the Vicar, the administrative aspects of baptisms, weddings, funerals and other occasional services.
- Administrative support to the Vicar
- Being the first point of contact for enquiries from the public
- Maintaining office stationery and equipment
- Updating the Church website and Social Media Pages
- Ordering supplies including Church requisites

The Parish Administrator works closely with the Vicar and is also in regular contact with the Churchwardens, Director of Music and PCC Secretary

Person specification:

Essential

- A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff and Church officers, other regular contacts and volunteers
- Previous administrative experience
- High level of competency in establishing and maintaining a suitable and adaptable filing system.
- Excellent IT skills including Microsoft Word, Excel and Outlook
- A capacity to work without supervision and the ability to handle multiple tasks and to work to deadlines
- Reliability and discretion in dealing with confidential or sensitive matters
- A working understanding of safeguarding best practice
- Sympathy with the aims of the Church of England, and ideally some familiarity with the Church's structures

Desirable

- Familiarity with updating social media pages and websites
- The role of Parish Safeguarding Officer (training will be provided)
- Knowledge of General Data Protection Regulation (GDPR)

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

Interested parties should forward their CV together with a covering letter to:

Rev. Joe Heaton,
Rushen Vicarage,
Barracks Road,
Port St. Mary,
IM9 5LP.

or email to:

rev.joeheaton@gmail.com

Prior to appointment to this part-time post, references will be taken up, and the appointment will be subject to a DBS check.

Closing date: Friday 1st April 2022.

Interviews: Friday 8th April 2022 (afternoon).