



## PARISH OF ST BARTHOLOMEW, OTFORD

### **VOLUNTEER POST of PART-TIME PARISH ADMINISTRATOR [6 hours a week]**

The Parish Administrators manage the office for the parish of St Bartholomew, Otford, perform administrative duties required for the smooth running of the parish and are the public face of the parish for visitors to the office. The hours of work will be 6 hours per week, Tuesday and Thursday from 9.00am-noon. The role will be located in the Church Office, which is part of the church building.

#### **1. The Church Office**

The Church Office has two major functions:

- As a key element in the public face of the parish, it is open for visitors for 3 hours every weekday morning. It is a place of welcome and information to contributing to the overall 'open church' philosophy of the parish.
- As an administrative hub, it is available to serve the office needs of the parish.

#### **2. The Office as 'public face' of the parish:**

Particular duties of the Parish Administrator are:

- Welcoming visitors and providing parish information for visitors
- Directing enquiries to the appropriate individual
- Maintaining the Parish Notice Boards

#### **3. The Office as 'administrative hub' for the parish:**

Particular duties of the Parish Administrator include

##### **3.1 Communications Duties:**

- Copying parish documents including (weekly) the service and pew sheets as well as (less frequently) agendas, minutes and newsletters
- Maintaining the parish website and uploading masters of standard documents.
- Managing a central parish diary on the website
- Organising the flow of information and ensuring that notices are circulated by appropriate means (email, parish magazine or pew sheets.)
- In cooperation with the Churchwardens, maintaining accurate congregational list
- Running the parish social media accounts
- Production of posters for events when required

### 3.2 General Office Duties

- Ensuring the security of data held in the Parish Office and adhering to Data Protection legislation
- Performing regular backup of data to flash drives held on and off site
- Keeping the Parish Office space in good order
- Operating an eco-friendly policy for regular clearing and recycling
- Managing occasional use of the Church Centre
- Maintaining office equipment and stationery stocks for the parish

## 4. Key Relationships

- 4.1 The Part-Time Office Administrator will be employed by, and be responsible to, the PCC
- 4.2 S/he will report to the Vicar and work closely with the Wardens
- 4.3 The Part-Time Administrator will be expected to accept relevant work from clergy and laity in the parish, and to refer any questions on work priorities or the allocation of time to the Vicar.
- 4.4 The Part-Time Administrator will have the support of volunteers including the Wardens, and others who give their time for the parish as well as the ministry team.

## 5. Person Specification

- 5.1 A friendly, efficient, and organised person capable of maintaining and running an orderly, busy office with minimal direction
- 5.2 The ability to organise their own work and priorities with competing demands from a variety of sources
- 5.2 Comfortable interacting with clergy, volunteers and the public
- 5.3 The following skills and experience are required:
- IT – Required knowledge of Word Processing, Outlook and Excel plus website management using Word Press or HTML platform
  - Familiarity with Social Media
  - Desire to continually improve knowledge of IT and media
- 5.4 The following IT related skills are desirable but can be acquired on the job
- Use of mail merge, Publisher including booklet production and PowerPoint
  - Familiarity with large scale photocopying production, trimmers and laminators
- 5.5 This position requires occasional lifting of boxes of paper and minor office equipment.
- 5.6 Candidates need not be members of a church community but should be in sympathy with our aims, priorities and commitment to inclusion and service to the community.

*To apply please send an up-to-date CV with a short letter explaining why you feel you are suitable for this post to [st.bartholomews@otford.net](mailto:st.bartholomews@otford.net) or by post to The Rev'd David Guest, Vicarage, The Green, Otford, Sevenoaks TN14 5PD (marking your envelope "office admin post") by November 7th*