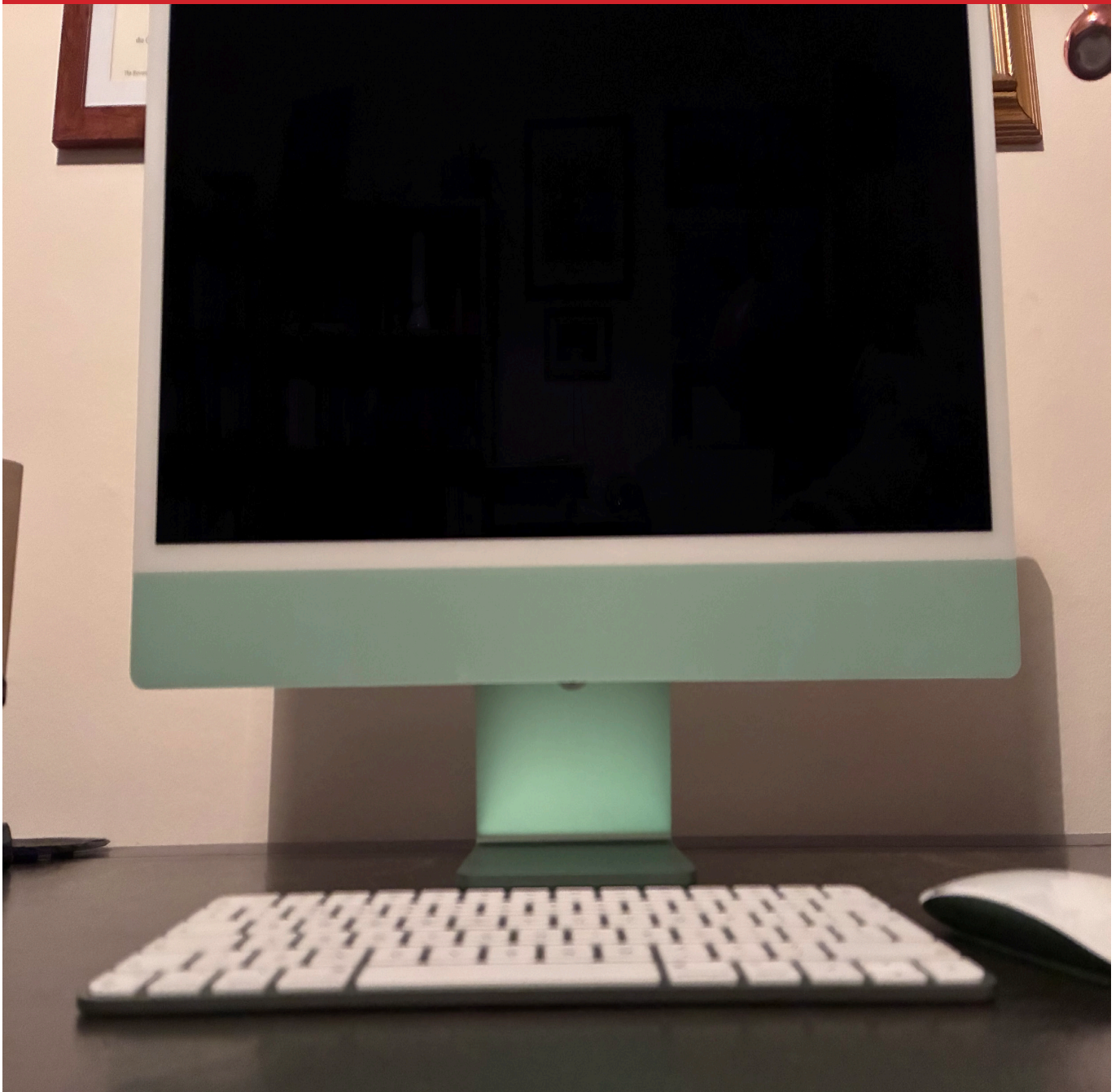


THE PARISH OF ALL SAINTS', CARSHALTON
PARISH ADMINISTRATOR & RECTOR'S PA

Job Description



Purpose

The purpose of this post is, together with the clergy, churchwardens and PCC, to support and further the work of the parish church of Carshalton in the proclamation of the Gospel.

The Parish Administrator will report to and assist the Rector in providing administrative support for him, the Ministry Team and the parish.

Administration

- Assist the Rector in the preparation of service and notice sheets
- Maintain all data records for the Parish and to submit them to the relevant Diocesan or central Church authorities as and when required
- Maintain the Family Signing in records and to respond to parental requests for information
- Oversee and administer bookings of the church by outside bodies, including the issuing of invoices; arranging for the building to be opened for rehearsals
- To receive deliveries and open up for engineers etc
- Liaise with copyright and performing rights agencies as appropriate
- Be responsible for general administration, procurement and supplies
- Co-ordinate, with the Stewards, the regular opening of the church during the week
- Liaise, as needed, with the Parish Clerk regarding any Weddings, Funerals or Burial of Ashes
- Receive invoices and to liaise with the PCC Treasurers regarding payment of the same
- Assist the clergy in the maintenance of the registers and the keeping of records
- Maintain, catalogue and digitize church records and liaise with the archive department of the London Borough of Sutton, as and when necessary
- Manage GoodBox, SumUp and Easyfundraising accounts and equipment
- In conjunction with the Rector and Webmaster, to update the church calendar and website
- Review, monitor and maintain GDPR in the parish
- Keep updated the church tables and display boards
- To produce the Discovery Trail sheets
- To Clerk for the PCC Standing and Finance Committees

Health and safety

- Assist in the regular review of risk assessments for all activities that take place on church premises and to maintain the risk register
- In conjunction with the PCC and Rector, participate in the periodic review and implementation of designated health and safety routines and procedures
- Within the limits of the building, ensure that all areas of the church and its precincts that are accessible to staff, visitors and contractors are maintained in a safe manner and that any hazards or defects are duly reported
- Know the positions of all fire fighting equipment and their safe and appropriate use in an emergency and to ensure that they are maintained annually
- To liaise with the Churchwardens to ensure that all PAT testing of electrical equipment is carried out at the correct times.
- To ensure the fridge, dishwasher, kettle, tea urns and wall boiler are cleaned/descaled/defrosted regularly
- Know the emergency procedures including building evacuation and contact routines

Special events

- To liaise with the Events Co-ordinators for stewards from the Church congregation for outside events, such as concerts and to deal with pre and post booking administration of the events
- To assist the Events Co-ordinators with the provision, staffing of refreshments at the above events; help with setting up and removal of furniture as necessary in preparation for concerts, events and services (including in-house staging), and for their re-ordering afterwards

General

- Attend wherever possible the weekly staff meeting
- Maintain a suitable standard of dress, especially when acting as an official representative of the parish
- To Support the volunteers responsible for core offices for the church, such as the Safeguarding Officers and the Electoral Roll officer
- To welcome visitors to the church and co-ordinate with others who do this, covering where possible
- To help as required by the Clergy with school visits – (including showing children round), carol concerts and other school services including opening up, setting up and clearing away
- Perform such other duties as are reasonably required by the Rector from time to time

Working hours and salary

- The usual working hours will be Tuesday, Wednesday, Thursday and Friday, 0930-1300, subject to review by the Rector and Administrator
- The Administrator will normally be based in the Church Office in All Saints' Church, High Street, Carshalton
- Availability will be understood to be during normal working hours, or at other times by ad hoc agreement with the Rector
- The Administrator will be entitled to 12 days holiday entitlement each year in addition to any Public and Bank Holidays and the weeks after Christmas and Easter when the Church Office is closed.
- The salary will be, in accordance with the London Living Wage, £10,774.00

Requirements

- The successful candidate will be supportive of the Church of England and the inclusive stance of All Saints' Carshalton.
- The successful candidate will be familiar with the use of iMacs and be able to upload information and files onto the Church Facebook group.
- The candidate will be comfortable in dealing with members of the public, either in person or on the 'phone.

