

Administrator

This role is to provide effective administrative support to the church staff team, allowing the rest of the team to support the ministry of St Paul's Church, Kingston; and to be the welcoming face of St Paul's to those who come to the church office.

Mission Statement

Life at St Paul's can be summed up under the three words outreach, discipleship and fun. We aim to grow in our relationship with God, getting to know him better, and to have fun together as we do so!

Overview of Terms

This is a part-time position (15-20 hours per week, ideally Monday to Friday mornings with occasional evening/weekend work) working as a support to the staff team of St Paul's Church, Kingston. The post is permanent (after a 6-month probationary period). The main place of employment will be St Paul's Church, Queen's Road, Kingston upon Thames. The salary will be £23,400 pro-rata, with contributory Pension and Life Insurance scheme and 5 weeks annual leave plus Bank Holidays.

Job Description

The main purpose of this role is to provide effective administrative support to facilitate the day to day running of St Paul's Church, Kingston, in close co-operation with the St Paul's staff team; and to act as the main point of contact for members of the public and for people who hire and use our premises regularly or occasionally. The duties of the post are likely to vary from time to time, and the post-holder will be expected to co-operate in agreeing any changes with their line manager (the Operations Manager) and be flexible where necessary. The main roles currently identified are:

- General office admin, preparation for services and rotas.
- Use and maintenance of the building – lettings and building preparation.
- Assist with compliance of legal and ecclesiastical requirements.
- Be Clerk to the PCC.
- Other work in support of the staff team and the parish.

Job Responsibilities

As the mission and vision of the church develops, specific areas of responsibility will be reviewed and agreed with your line manager (the Operations Manager). However, the responsibilities currently identified as priorities include:

- General office admin, preparation for services and rotas:
 - Be the first point of contact for those who contact or visit the office however they do so. This could be in person, by telephone, email or online.
 - Produce support materials for services eg. orders of service, PowerPoints etc.
 - Produce church rotas via ChurchSuite (with the rest of the staff team), keep these up to date and arrange cover where necessary.
 - Assist with (though not be responsible for) the production of a weekly news sheet and other internal and external church communications.
 - Assist the clergy and Operations Manager in the administration connected with weddings, baptisms and funerals; including the completion of banns, marriage and baptism certificates and registers as required.
 - Be responsible for procurement and stock control of church supplies eg. office supplies, service supplies (lamp oil, communion bread, milk, baptism materials etc) and cleaning supplies.

- Use and maintenance of the building – lettings and building preparation
 - Be responsible for any letting agreements for the church.
 - Produce monthly invoices for lettings.
 - With the Verger and Operations Manager, ensure the building is prepared for Sunday services, church events and lettings – this includes heating, lighting and furniture set up.
 - Assist the Operations Manager with the annual maintenance of the building eg. arrange servicing of boilers, fire extinguishers, electrical testing, lightning conductor tests etc.
- Assist with compliance of legal and ecclesiastical requirements
 - Be responsible for CCLI (copyright control) reporting
 - Assist the Operations Manager in ensuring all legal and ecclesiastical requirements are met eg. church registers, annual inspection requirements, Charity Commission etc.
- Be Clerk to the PCC
 - Attend PCC meetings (6 per year) to take minutes.
 - With the PCC Secretary and Vicar, ensure agendas and supporting documents are sent out in a timely manner.
 - Produce and maintain PCC rotas.
- Other work in support of the staff team and the parish
 - Where agreed with the line manager, assist the Children's and Families Worker and the Youth Pastor with admin, eg. maintaining Rainbows (our toddler groups) records, children and youth records of attendance, holiday club records.

Other Responsibilities

- Engage fully in regular supervision meetings and attend training, conferences and further education as identified with line manager.
- Attend church staff meetings as identified with line manager.
- Keep good administrative systems that will aid and support the work.
- Undertake any other more general and reasonable duties as identified with the line manager.

Person Specification

Essential:

- Fully supports the vision and values of St Paul's, Kingston.
- Is committed to the safeguarding of young people, children and vulnerable adults and will seek suitable training and development to maintain this safety.
- Able to relate well to others, communicate well in English (verbally and written) and maintain appropriate boundaries.
- Able to work well within a team.
- Is reliable, trustworthy and teachable.
- Recognises the confidential nature of some aspects of the role.
- Has a good working knowledge of modern technology and productivity software.

Desirable:

- Has experience of church ministry/mission, in particular the practices of Church of England parishes.
- Has experience of administration.
- Able to manage volunteers.