

Benefice the High Weald Churches (Penshurst, Fordcombe and the Chiddingstone Churches)

Administrator – Role Description and Person Specification

The job in brief

The administrator will play a key role in smooth running of the Benefice of the High Weald Churches, supporting the clergy and the Joint Council of Penshurst and the Chiddingstone Churches, which will come into effect from 1 January 2022, subject to approval by the Bishop's Council.

You will work closely with the Rector, the Associate Priest and the Joint Council's member responsible for Operations. You will also have contact with church wardens, treasurer, safeguarding officers, organists, vergers and parish volunteers.

The prime purpose of the role is to ensure that the administration of the Benefice works efficiently, within its budget and in a friendly manner that meets the reasonable requirements of clergy, parish volunteers, parishioners, visitors and suppliers.

The administrator will often be the first point of contact for enquiries to the Benefice, so will set the tone for the friendly, caring and reliable response that we aim to provide. Success will involve good systems and records (including its members and other supporters); looking after the booking and routine maintenance of the churches, preparing, minuting and following up meetings; checking qualifications and training for safeguarding purposes; and complying with other legal or regulatory requirements of government, Diocese or Charity Commission. The ability to prioritise tasks to fit within the scheduled working period is also essential.

The administrator will report to the Rector on priorities and quality of work; and to the Joint Council's member responsible for Operations on the scope of work, systems and contractual matters concerned with overall performance, facilities, behaviours or reward.

The Administrator will be expected to work from time to time, usually for a morning a week or as agreed with the Rector, in the Benefice office in Penshurst Rectory; otherwise he or she may work remotely from home so long as this allows the satisfactory performance of his or her duties.

Scope of duties

Administrative

- Administrative support to the Rector, Associate Priest, members of the Joint Council (JC) and Parish volunteers.
- Designing and producing as required by the Rector or others weekly notice sheets, occasional orders of service, posters or leaflets to promote church activities and where necessary deliver these between Parishes.
- Managing the bookings and initial administrative aspects of baptisms, funerals, other Occasional Offices services and the maintaining of church registers, also ensuring the priests are kept informed.
- Managing the initial aspect of wedding eligibility within the benefice and date confirmation, then handing the information over to the Parish wedding co-ordinators and the priests.
- Being the first point of contact for email and phone enquires to the Benefice.

- Scheduling, preparing and distributing the agendas and papers meetings of the JC, remaining Parochial Church Council's (PCCs) and the Annual Joint Council & Parish Church Meetings, always in consultation with the chair of the meetings; attending these meetings and preparing minutes for the Chair to approve and distributing minutes.
- Acting as Data Controller for parish and the JC's records (Electoral Roll and other databases.) and ensuring that these are compliant with GDPR.
- Ensuring timely compliance with the reporting requirements of the Diocese, HMRC, Charity Commission and other regulatory bodies.
- Maintaining a list and details of approved accounts with suppliers, together with a list of those in each parish approved to order from them.
- Assisting parishes with ordering and maintaining altar and other supplies; maintaining office stationery and equipment as authorised by the Joint Council's member for Operations.
- Maintaining digital storage and retrieval of documents, with access systems, that allow authorised clergy, JC members and volunteers to have appropriate and convenient access, as agreed with the Rector or JC's member for Communications.

Facilities

- Dealing with bookings for the churches and updating the online diaries with details of hires; ensuring that financial staff are given the information required for invoicing hirers.
- Ensuring that hirers comply with church safeguarding requirements if users involve children or vulnerable adults.
- In consultation with the JC's member responsible for Buildings, establishing a schedule for routine maintenance in each building (e.g. boilers, clocks, lighting, lightning conductors, fire safety, organ/piano tuning, churchyard maintenance), arranging maintenance appointments and following up results as requested.
- In consultation with the JC's member responsible for Operations, arranging the security of the premises (including the issuing and control of keys) and monitoring compliance with health and safety requirements.

Communications

- Regular updating of Joint Council website, YouTube channel including the uploading of standard items, and email lists.
- Operation of other social media accounts including Facebook and Instagram.
- Maintaining appropriate GDPR compliant databases of members and other supporters.
- Preparing and dispatching communications including by social media as requested by clergy or JC members.

Governance / Safeguarding/ Health and Safety/ Data privacy

- Assist the relevant JC officers in reviewing and updating policies, records and training.

- Provide general administrative support to the clergy and other key office-holders, dealing with routine correspondence as needed.

This description of duties is not intended to be exhaustive. As a member of a small team you will be expected to play a part across the range of the activities of the High Weald Churches and you may be required to carry out other responsibilities reasonably assigned to you by the Rector or member of the Joint Council responsible for Operations.

Person specification

Essential

- A warm and engaging manner, able to relate well to people internally and externally and to foster good relationships with staff and Church officers, other regular contacts and volunteers.
- Excellent organisational skills and a keen eye for detail.
- Strong oral and written communication skills.
- A good team player.
- Previous administrative experience.
- Excellent IT skills including use of Microsoft OneDrive, Word, Excel, Outlook, website content management and social media.
- A capacity to work much of the time without supervision and the ability to handle multiple tasks and to work to deadlines.
- Reliability and discretion in dealing with confidential or sensitive matters.
- Current DBS certificate: the church takes the safety of everyone within the church very seriously and expects all to work within the church safeguarding policy and anyone who becomes aware of a safeguarding risk or of actual abuse, to raise this immediately with their manager or safeguarding officer.

Desirable

- Sympathies with the Church of England's aims and familiarity with its structures.
- Familiarity with operating a broader set of digital communications systems, including updating content on YouTube, websites, Mailchimp and image stores.
- Knowledge of General Data Protection Regulation (GDPR).

Terms and Conditions

Hours:

The role is part-time for 14 working hours of a standard 35 working hours per week Monday to Friday (equivalent to 2 days per week), although there may be scope or need for flexibility in working patterns. Willingness to undertake occasional evening work, for which time off would be given in lieu, would be an advantage.

Holidays: 4 weeks p.a. plus 2 of 8 Bank Holidays (pro-rata to the part-time role); in addition the Rector at her discretion, may decide that the office will be closed during the period between Christmas and New Year and/or the week following Easter Sunday.

Salary £9,000 p.a.

Workplace Pension Scheme: NEST

Home office allowance: £10 per day worked at home (or pro-rata).

Expenses:

Other expenses incurred wholly and necessarily in the course of the job will be reimbursed as authorised by the JC's member for operations; including travel at HMRC approved rates.

Other:

The appointment is subject to confirmation after a 6-month probationary period. There will be annual 360 degree performance reviews with a mid-year review.