**St Mary’s Almondsbury**

**Parish Administrator**

**Job Title:** Parish Administrator.

**Job purpose:** To manage the administrative needs of Almondsbury Parish Church in conjunction with volunteers involved in administrative tasks, and to handle the day-to-day administration for the Parish and the Vicar.

**Job description:**

**Overview:**

1. To meet regularly with the Vicar to determine priorities and work to be done.
2. To ensure high quality administration in the Church Office

**General daily activity**:

1. To answer the telephone, take messages and process the enquiries accordingly when in the office.
2. Maintain good order in the office with systems for filing, recording, planning and communication.
3. To process correspondence via email and compose replies for the Vicar and others as required.
4. Be the official link in Funeral, Wedding & Baptismal ministry by liaising with others for records, fees, banns, certificates etc.
5. To oversee and maintain good publicity and information sharing through the notice sheet, website, social media and online diary.
6. Administer the Benefice’s Safeguarding applications.
7. Oversee and, if necessary, produce rotas, weekly notice sheets and service sheets.
8. Be the primary administrative connection with the Diocese of Bristol including being PCC secretary.
9. Order materials, pay bills and keep financial records as required.
10. To deal with correspondence and be able to compose appropriate covering letters.
11. Keep the office tidy and organised.

This job description is not exhaustive and will be reviewed in consultation with the post holder, from time to time and amended in the light of the changing needs of the Church.

**Details of the job:**

Hours 12 hours per week, ideally over 5 days per week including three days per week in the church office/vestry.

Salary £23,141 pa pro rata. Equivalent to £12.68 per hour.

 The salary will reviewed annually, effective from 1 January each year.

Holiday 5 weeks’ holiday plus Bank Holidays

Location Church Office in the Church vestry or at home with the agreement of the line manager.

Sick pay Statutory Sick Pay.

Pension Automatic enrolment pension scheme – NEST.

Line Manager The Vicar.

Probation: The appointment will be subject to a six-month probationary period.

Notice: The post is subject to one months’ notice.

**Person Specification**

There is no detailed Person Specification. You will, though, need to be able to show that you will be able to carry out the duties of the post, including any training needed.

**Applications**

Informal enquires are welcome and should be addressed to Rev Anjali Kanagaratnam

Mobile Number: 07526 972893; Email Address E: vicar@southsevernside.org.uk

Applications should be made using the attached application form and be returned by Friday 22 March 2024. If for any reason the post is not filled, it will remain open for further applications, without being readvertised.