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|  | **St John the Evangelist Perry Barr****Parish Administrator** |  |

**Purpose of the Parish Administrator:**

1.  To undertake weekly and seasonal administrative tasks to support the efficient operation of the parish.

2.  To produce and photocopy the weekly pew sheet, monthly care home worship sheets, occasional bulk mailings, general photocopying and other administrative tasks as appropriate.

3.  To assume responsibility for and to carry forward certain administrative tasks important to the life of the Parish, some of which are presently undertaken by the clergy and laity.

4. To update the parish website, social media and calendar as appropriate

5.  To provide a central focal point (via email) for the overall administration of the parish.

**Line of Responsibility and Support**

The Parish Administrator will be responsible to the Vicar (or the Churchwardens during an interregnum) on a day-to-day basis, and will be accountable to the PCC as the employer.

The post-holder will be encouraged to look to the Vicar for advice and support, as well as to certain members of the PCC designated for that purpose.

**Skills & Experience: Person Specification**

**(these will be assessed via application and interview)**

**Essential:**

* Good administrative skills
* Knowledge of the church’s liturgical year and range of services
* Ability to display discretion and ensure confidentiality of work undertaken
* Ability to abide closely to GDPR (data protection) and Safeguarding practices and regulations
* Possess good typing and computer skills and be able to work efficiently with:

Microsoft word

Excel spreadsheets

Mail merging

The internet

Emails

Social Media (including Facebook and Twitter)

* able to work with the voluntary resources of skills and energy available from within the congregation as required;
* be aware of the need to comply with the Data Protection Act and General Data Protection Regulations in relation to the PCC, incumbent and Parish; \*
* be aware of the Parish’s need to comply with faculty jurisdiction in relation to work on the buildings; \*
* be required to comply with Diocesan guidelines on child protection, consistent with the Children Act 1989, as adopted by the PCC. \*

\* *detailed guidance will be given*

**Desirable:**

Experience of producing service sheets for worship in both church and sector contexts (e.g. care homes)

Experience or knowledge of hymnody and ability to match hymns with themes and seasons

Experience or knowledge of how to choose appropriate Bible readings and prayers for a range of occasions

**Duties**

* the co-ordination and production of the weekly pew sheet
* the co-ordination and production of the annual calendar of parish events;
* co-ordinating production of the parish's Annual Report book in preparation for the APCM
* assisting with the production of parish publications including orders of service, etc.;
* updating the noticeboards, website and social media presences as appropriate
* maintaining and updating the parish DBS single central register
* carrying out mailings and publicity for events
* completing returns, applications and correspondence as required

This list of tasks is not intended to be exhaustive and is subject to review in consultation with the Vicar.

**Terms and Conditions**

The post will initially be for 5 hours per week at £10 per hour. Most of the working will be “remote” (working at home) with the requirement to work in the parish only for those duties which require physical presence (photocopying, mailing, noticeboards, etc)

The salary will be paid in the following way: monthly by BACS transfer via the diocese of Birmingham. Salary will be reviewed annually in April following the completion of the first full year of employment.

There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually.

During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

A laptop and mobile phone will be provided if required (which will remain the property of the church). The successful candidate ***must*** have access to the internet at home in order to fulfil this role.

Holiday entitlement is four weeks per year pro rata plus statutory Bank Holidays. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals.

The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.