



Parishes & Benefice Administrator [Parishes of Padstow, St Merryn, St Issey]

The role of Administrator is a vital and valued role in the smooth running of our parishes. It allows for ministry to be effective and impactful.

The Administrator works as part of a team, reporting to the Rector and is involved in the day-to-day life of the parish of Padstow, with a wider remit for the Benefice.

We are looking for someone who is dedicated, capable, has a community-minded and professional approach to work, and can support our wider vision:

*'We are called to be a Christ-centred church. A church that is nurtured and sustained in faith to be confident in its calling, fruitful and generous in reaching the young, serving the poor and needy, and caring for creation.'*¹

Purpose of Job

- Provide consistent and quality administrative support to our churches, the ministry team and Rector.
- Maintain office systems.
- Provide a key link with the church volunteers and church family.

Role Description

1. Administration for the Parish & Benefice

- Oversee the running and management of the Parish/Benefice office
- Administer the rotas and service/pew sheets
- Liaise with the Benefice Clergy, Readers and the wider ministry team
- Prepare invoices and paperwork (i.e. baptisms, weddings, funerals)
- Manage correspondence via phone, email and mail
- Work with the Safeguarding Officers to maintain the DBS database.
- Liaise with Parish Treasurers to completing the quarterly return to the Diocese.
- Prepare monthly input for Parish online Magazine.
- Liaise with Padstow Town Council regarding churchyard and cremation plot.
- Liaise with local organisations when required (e.g. Remembrance Sunday, Churches Together for Walk of Witness (Good Friday) and Sea Sunday (August))
- Order church supplies (e.g. Easter candles, votive candles, advent candles, communion wafers, baptism certificates, stationary, church lectionaries).
- Assist the gift aid officer (keeping records of loose collections, gift aid envelopes and planned giving envelopes).
- Good safeguarding is important to our churches; therefore, the person undertaking this role will need to be suitably qualified (and, or be willing to undertake relevant safeguarding training) and undertake a DBS check. For more information on our safeguarding policy visit www.padstowchurch.org/safeguarding

¹ Pydar Deanery Plan, January 2023

2. Padstow Parish PCC

- Act as the Padstow Parish PCC Secretary- prepare and distribute reports, minutes and agendas.
- Preparing paperwork for the APCM.
- Act as the church Electoral Roll Officer- administer the Electoral Roll(s) across the Benefice
- Manage Church Hall bookings, diary & invoicing.

3. Support for Rector

- Participate in event and diary planning, occasional projects, and managing the church diary.
- Occasionally participate in meetings, and/or act as note taker.
- Be the primary point of contact for the church office.
- Oversee the church notice boards to ensure they are kept relevant and appropriate.

4. Support for Churchwardens

- Update 'Terrier' for APCM (the Terrier is a record of any changes to the building/fabric).
- Responsible for banking weekly collections
- Arrange maintenance (e.g. gutters, fire extinguishers, organ, clock, building inspections, faculties, etc.)
- Submit Parish Returns (key data that is submitted to the diocese annually)
- Make Charity Commission returns (occasional).

Person Description

Essential

- Good office and administrative skills with proven experience.
- Highly IT literate, with good working knowledge of all elements of MS Office (Word, PowerPoint, Excel) and using the internet.
- Experience with relevant on-line software and applications, for administrative support.
- Previous success in working as a member of a team and in a professional environment.
- Good interpersonal skills including verbal communication and an understanding of appropriate confidentiality.
- Good organisational skills and timekeeping.
- Numerate
- Be sympathetic to, and respectful of, the Christian ethos of the Church.
- Understanding of, and commitment to, equality, diversity and inclusion.

Desirable

- Experience of working for, or with, the Church of England.
- Experience of working with or for a charity or faith based organization.
- Experience in maintaining web sites or social media accounts.
- Understanding of safeguarding and of working within a safeguarding environment.

Terms and conditions

Contract: Permanent part-time, employed by Padstow PCC.

Location: Based and mainly working in the Church Rooms, Padstow with occasional travel required to other locations in the Benefice

Hours: Up to 16 hours per week (negotiable). Preferred hours across Monday to Thursday. Hours will be set in consultation with Rector and Churchwardens.

Salary: £9,069.80 per annum for up to 16 hours, based on £22,672 full time equivalent.

Annual leave: Based on 20 days pro rata, plus Bank Holidays.