

**Job Description: Administrator and Children's Worker**

**Reports to:** Mark Maloney (Vicar of Christ Church, Little Heath)

**Salary:** £13 per hour

**Hours of Work:** Part time – 28 hours per week (including Sunday mornings and occasional evenings) – 23 hours administration & 5 hours children's work (please see below)

**Holiday Entitlement:** 30 days per Annum including bank holidays on a pro rata basis in agreement with the Vicar

**Normal Place of Work:** The Church Office, Christ Church, Little Heath

**Job purpose:** To further the mission of the Church (in accordance with the Mission Action Plan appended) through general administration, day-to-day running of the parish office and working with Children

**Principal duties:**

1. To act as personal assistant to the Vicar
2. To manage the church office
3. To manage operations
4. To manage publicity and communication
5. To manage electronic and AV systems
6. To oversee and develop the Sunday Groups
7. To assist the Children's Outreach Worker
8. Such other duties as the management may from time to time require

**Specific Duties:**

1. As personal assistant to the Vicar
  - a. To meet with the Vicar to agree priorities
  - b. Weekly: Prepare presentation software for services
  - c. Weekly: Create the service schedule
2. To manage the church office
  - a. Greet visitors to the church office
  - b. Process telephone enquiries within a 24-hour period

- c. Process emails, post, and website enquiries on a daily basis, dealing with basic enquiries and forwarding others to the staff team and other members of the church
  - d. Print and photocopy for clergy and other church members in liaison with Vicar
  - e. Arrange repair of office equipment as required
3. To manage operations
- a. Act as Electoral Roll Officer
  - b. Maintain ChurchSuite including updating training records and electoral roll membership
  - c. Act as secretary of the PCC preparing materials for PCC meetings and the APCM
  - d. Manage records and policies making sure that these are up to date and that they comply with legal requirements. Particularly with regard to Child Protection, Health and Safety and GDPR.
  - e. Update and maintain church website and church entry on achurchnearyou.com
  - f. Manage church rotas to make sure that all activities are covered by a designated person
  - g. Maintain stock of office supplies, communion supplies and café supplies as needed.
  - h. Liaise with contractors and suppliers regarding policies, access and delivery
  - i. Organise organ tuning annually
  - j. Ensure that all occasional offices (baptisms, weddings & funerals) are processed effectively through liaison with relevant parties and clergy
  - k. Complete returns to the Charity Commission and St Albans Diocese under the direction of the Vicar/Churchwardens
  - l. Ensure that discretion is exercised at all times and that confidentiality about people and church matters is maintained
4. To manage publicity and communication
- a. Actively produce posters and other publicity material
  - b. Channel publicity from the wider church into the parish and publicise outside events that may be of interest to the parish
  - c. Manage all church notice boards, internal and external, keeping them tidy and up to date
  - d. Manage literature displays in foyer, keeping them tidy and up to date
  - e. Produce notice sheets, liturgies, and other printed material in liaison with clergy
5. To manage electronic and AV systems
- a. Maintain and charge equipment used for livestreaming
  - b. Set up AV system on Sunday morning
  - c. Process livestream recording including creating podcasts and reporting licenced media use.
6. To oversee and develop Sunday Groups
- a. Manage the Sunday Group rota
  - b. Prepare Sunday Group material
  - c. Help deliver the Sunday Group material
  - d. Exercise active pastoral concern for the children and parents of the church in partnership with the Staff Team

7. To assist the Children's Outreach worker
  - a. Help deliver Basecamp youth group
  - d. Assist in visits from schools into church
  - e. Assist Children's outreach worker with events, processes and record keeping

Date: 14 June 2022

Note – this Job Description does not form part of your Contract of Employment

Suggested working pattern:

Sunday 8:30am-11:30am = 2 hours Admin and 1 hour children's work

Monday 9am-3pm + 6pm-9:00pm = 5 hours admin & 3 hours children's work

Tuesday 9am-3pm = 5 hours admin

Wednesday 9am-3pm = 5 hours admin

Thursday 9am-3pm = 4 hours admin 1 hour children's work (preparing for Sunday)

Giving 21 hours admin work & 5 hours children's work. Another 2 hours are available by agreement during the appointment process.

These hours are simply to give an idea of the possible pattern of a working week. The fixed points are Sunday morning and Monday evening, other times/days of work would be flexible and in agreement with a prospective employee.