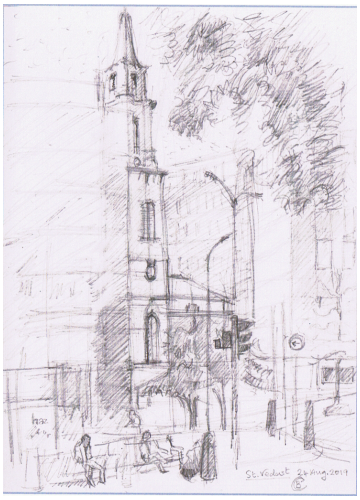

PARISH ADMINISTRATOR JOB PROFILE

Job Title: Parish Administrator
Report To: Rev'd Paul Kennedy, Rector
Employer: PCC St Vedast-alias-Foster
Hours: 21 hrs: Mon, Wed & Frid 10am - 5pm
Salary: £18,000 plus Workplace Pension

Main purpose of Job:

Management of day-to-day parish activities including the general administration of the Parish Office (including some financial responsibilities), the running of all church operations, including building, fabric, communications, events and projects, that support the life and ministry of this traditional, inclusive and historic church.

Main Duties and Responsibilities:

The Parish Administrator is a key person in the life of St Vedast who works closely with the Rector, treasurer, churchwardens, ministry team, staff team, and liaises with members of the PCC, volunteers and the wider community

1. General/ Administration
   - Be the first point of contact for general enquiries by phone and in person and be the 'go to person' in the Parish Office, the hub of church activities
   - Maintain church diary and produce year plans. Oversee some new projects eg. regarding administration and finance.
   - Prepare and send weekly email, update website and online presence
   - Prepare general church posters, banners & leaflets to promote church activities
   - Maintain Parish Office and church supplies, responsible for all office equipment contracts and licensing returns eg. CCLI, London Diocese
   - Work with the church operations team to ensure the good order of the church (cleaner and church sitters)
   - Maintain staff holiday and sickness records and emergency contact list
   - The administrator will have access to the Rector's diary and St Vedast emails to help with church administration

2. Liturgy and Services
   - Liaise with the Rector, ministry team and organist for occasional offices, Livery and commercial services

- Manage the administrative aspects of baptisms, weddings and funerals and other pastoral services
- Produce liturgical ministries rota.
- Maintain YouTube streams for the liturgical services
- Ordering of sacristy and other church supplies

3. Finance
   - Liaise with outside support on payroll, salaries, pensions, HMRC
   - Prepare invoices/reinvoicing for church users, stakeholders, assist with parish rate requests
   - Monitor rent payments and ensure received
   - Act as Stewardship Secretary, including Gift Aid recording and processing
   - Be responsible for banking and petty cash
   - Assist with funding applications and reporting

4. Church Operations: Building and Fabric
   - Provide administrative support for fabric as needed
   - Be the first point of contact for contractors' access; maintain log of regular service/maintenance contract visits
   - Arrange fire risk assessments, PAT testing, asbestos, electrical checks, alarms, CCTV etc
   - Monitor defects
   - Help prepare faculty applications and monitor progress to completion
   - Hold details of all leases and contracts
   - Manage day to day operational matters: meter reading, security arrangements, waste removal

5. Events & Activities
   - Take bookings for church and hall and arrange appropriate staffing
   - Co-ordinate church events e.g. Patronal Festival and BBQ

   This is not an exhaustive description of the job, aspects will change over time and the jobholder is expected to contribute to its development and progression.

Context:
St Vedast-alias-Foster (https://www.vedast.org.uk) is a Wren Grade 1 listed City of London church, located near to St Paul's and the busy Cheapside area; serving the local city workers, some residents, and visitors from all around the world. There is a courtyard and hall used by the wider community which includes five Livery halls in the parish and an emphasis upon well-being eg.12 Step Programmes.
Currently St Vedast has a six day a week ministry with a daily Mass and Sunday Eucharist. It is an inclusive church within the catholic tradition offering space, quiet, pastoral ministry and worship: an oasis within the City.

PERSON SPECIFICATION:

Knowledge, skills and abilities:

Essential:

- Excellent organisational skills with experience of administration and church.
- Excellent verbal and written communication skills
- Financially confident
- Excellent IT skills with working experience of Microsoft 365 (Word, Outlook, Excel, PowerPoint), Finance Software for Churches and Charities or similar accounting software.
- Working knowledge of General Data Protection Regulation (GDPR). The person in this role is the Data Controller for the church.
- Communications: working experience of communication systems

Desirable:

- Faculty process for churches
- Project planning experience
- The role will require Safeguarding Training (Basic Awareness and Foundation level) via the London Diocese.

Personal Attributes:

- A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff and church officers, volunteers and other regular contacts eg. Livery
- A capacity to work on your own and as part of a team, confident to take the initiative
- The ability to handle multiple tasks, prioritise and work to deadlines
- Ability to remain solution focussed and work efficiently

Working at St Vedast-alias-Foster:

Vision: St Vedast-alias-Foster is an Oasis at the Heart of the City. We offer a generosity of space in church or in the courtyard for quiet and friendship, prayer and sandwiches. We are a safe place and we welcome all. We are here for Livery and commercial companies, visitors and regulars, City workers and the homeless. We journey in faith as a community in worship, reflection and fellowship.

Place of Work: St Vedast-alias-Foster, 4 Foster Lane, EC2V 6HH, near St Paul's tube and other transport links.
Salary: £18,000 for 21hours pw. Plus workplace pension
Probationary period: 6 months
Holidays: 15 days, plus bank holidays, plus between Christmas and New Year
Notice Period: 1 month
Review: An annual review
How to apply: To apply for this post, please read the full job profile and email the following to Revd Paul Kennedy, Rector, priest@vedast.org.uk

- a supporting statement, that refers to the Job Profile, explaining why you believe you can do this role
- a comprehensive CV including details of your achievements in each role, and including details of two referees, one of whom should be your current or most recent employer (please note we will not contact referees without your permission).

If you would like to have a conversation about the role before applying, please contact the Rector, Revd Paul Kennedy on 07877211307
Closing date for applications: 15 July 2022

St Vedast is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.