Job Description

Job Title: Administrator – Christ Church Crouch End

Responsible to:	Adam Pymble, the Vicar
Hours:	16 hours per week The pattern of these hours can be flexible as agreed in advance with the Vicar, but we ask that they are not all taken on consecutive days.
Annual Salary:	£8,800 (FTE equivalent £22,000 based on a 40-hour week)
Holidays:	12 days plus 8 public holidays
Other Benefits:	Optional Pension scheme, details on request.
Term of contract:	One year initially, with 6 month probationary period.

Parish Vision and Strategy

We believe we are called to bear witness to the good news of Jesus Christ, Saviour and Lord, to all we come into contact with in Crouch End and beyond, proclaiming his death and resurrection in creative ways in order to make new disciples of Jesus Christ and most clearly connect with our diverse and growing local community.

We seek to be a church family that is both built up through and proclaims a personal relationship with God - Father, Son and Holy Spirit. In all we do, we seek to encourage one another to sit under the authority of God's inerrant word as revealed to us in the Bible.

General duties

The items detailed below will provide information about the main duties in the role. However, we will encourage the successful candidate to shape and develop the new role as they see required by the needs of the church, so this list is not intended to be definitive:

- Be a first point of contact for enquirers to the Parish.
- Effectively manage the overall administration of the Parish.
- Ensure that the Church Office, administration systems and processes are efficiently and effectively organised, including dealing with and maintaining confidential information and data appropriately.
- Work closely with the Vicar, PCC working groups and volunteers to ensure routine church administration runs smoothly.

Parish Administration

- Act as the first point of contact for enquiries to the Parish, by phone, email and in person callers, responding in a professional manner and directing people as appropriate.
- Appropriately represent the Vicar and church to everyone the post-holder deals with.
- Maintain the Church Office and be responsible for ordering and monitoring supplies and equipment for the office, church services and associated ministries.
- Implement and manage the church's systems for both hard and soft archives, making sure we abide by current data protection and safeguarding legislation.

- Ensure annual reviews of all cyclical contracts and certification, e.g. for leases, insurance, and maintenance contracts.

Sunday Services (10:30am weekly, additional monthly 8am)

- Prepare, print and make available all slides, service sheets and other printed material required for the Sunday morning services.
- Communicate effectively where necessary with service leaders and other key persons regarding any relevant information required for the services.

Communications and Co-ordination

- Communicate weekly with Sunday Ministry Team members to ensure roles are resourced and delivered.
- Arrange and coordinate meeting dates, including preparing papers, notifying attendees and minuting.
- Assist with preparing any documentation required for other ad hoc occasions, for example Christianity Explored course material.
- Ensure the website and social media are kept up-to-date, working with our web developer.
- Effectively communicate with the Diocese, other parishes and other external parties, for example Funeral Directors, as required.

Church database and GDPR

- Manage the church database to ensure it is up to date, developed as appropriate, and kept secure.
- Ensure our data management and storage are GDPR compliant.

Bookkeeping

- Ensure that the payment of bills and expenses are appropriately authorized and logged; fees (e.g. for weddings) are collected; and cash is banked regularly.
- Assist the Treasurer in the production of regular management accounts in time for PCC meetings in communication with budget holders.

Managing parochial responsibilities

- Provide DBS and Safeguarding leads support to ensure that all necessary checks are undertaken and logged.
- Maintain all legal registers for services, baptisms, marriages, funerals.
- Assist in the preparation of necessary paperwork and notifications for APCM and PCC meetings.
- Ensure all necessary Copyright licensing systems (CCLI) are in place and maintained.
- Ensure adherence with all Church of England / Legal formal procedures.

Routine building care

- To be first point of contact with routine hall hire and deal promptly with all enquiries about ad-hoc bookings, and manage related record keeping.
- Supervise the cleaners and ensure their work is done to a high standard.
- Manage ad hoc contractor visits to all properties.

Other duties

- To attend weekly staff meetings, which will include a time of prayer and Bible reading.
- To fulfil any other reasonable duties required by the Vicar.