

PARISH OF MORPETH

Parish Administrator

Job Description

Job Title: Parish Administrator
(job share would be considered)

Accountable to: Morpeth Parochial Church Council (PCC)

Reports to: The Rector of Morpeth

Probation period: 6 months from commencement of employment

Salary: £5,720.00 per annum (£11.00 per hour payable monthly in arrears on 15th day of each month) reviewed annually in June

Hours of work: Part time 10 hours per week. Flexible – Monday to Friday 9:30-11:30 plus attendance at the PCC meeting which is held every 2 months (additional 2 hours in the evening to be paid at normal hourly rate and in addition to salary stated above)

Holiday: 28 days, pro rata, inclusive of statutory Bank Holidays.

Usual Location: Morpeth Parish Office, St Aidan's Church, Shields Road, Morpeth, NE61 2SA

The PCC takes the safety of everyone within the Parish very seriously and expects that its employees and volunteers will work within the Parish Safeguarding Policy. In particular, the PCC expects anyone who becomes aware of a safeguarding risk or actual abuse to report it immediately (see below).

Overall purpose of the post

To undertake a range of financial, administrative and secretarial duties to assist the smooth running of the busy Parish of Morpeth (the Parish) by providing financial, administrative and secretarial support to the Rector and the Churchwardens, the Parish Treasurer (the Treasurer), the Ministry Team and the Planned Giving Recorder and any other office holders within the Parish who may, from time to time, seek help to carry out their role within the Parish (subject to the work load of the post holder at any given time).

Principal duties

- To provide a high-quality administrative, financial and secretarial service for the Parish including:
 - i. dealing with income receipts (including Parish fees), banking, suppliers, invoices, ordering on behalf of the Parish, The Charity Commission, and monthly accounts
 - ii. dealing with occasional offices (births, marriages, reading of banns and funerals), use of the Church of England's Life Events Diary (LED), Data Protection administration and keys management

- iii. other duties outlined in the booklet “Instructions for the Role of Parish Administrator”, a copy of which is available in the Parish Office;
- To maintain confidentiality, never passing on personal information except to the person to whom you are responsible, **unless** there are safeguarding issues of concern which must be reported to the Parish Safeguarding Officer. Serious issues of concern must **always** be reported to the Police, Social Care services and Diocesan Safeguarding Adviser;
 - To promote safe working practices within the office environment and the Parish, and to be familiar and work in accordance with all Policies and Procedures agreed by the PCC – particularly, but not exclusively, the Health and Safety Policy, Safeguarding Policy, Lone Working Policy and the General Data Protection Regulations;
 - To act as a focus for church life, a communication hub where questions are answered, data is stored and information disseminated, and to liaise with and ensure good lines of communication with the part time Voluntary Parish Administrator to ensure continuity of services to the Parish and the smooth running of the Parish Office;
 - To protect the Clergy, the Churchwardens and the Treasurer from as much routine business and unnecessary interruption as possible;
 - To take and manage bookings (and collect fees if appropriate) for St. Mary's Church, St. James' Church, St. Aidan's Church and Community Room, and Manchester Street Building (collectively known as the “Parish Buildings”), liaising with user groups and group leaders to follow parish policies and procedures including keeping records of attendees and following guidelines for the use of the Parish Buildings and advising Churchwardens or other officers of the Parish as required;
 - To be the PCC secretary: liaise with the Standing Committee to circulate agenda and papers prior to the PCC, AGM and any extra-ordinary meetings, plus attendance at meetings and produce minutes for circulation to members. PCC meetings are generally held every two months in the evening (an additional 2 hours salary will be paid for each evening meeting attended);
 - To oversee the day-to-day running of the Community Room. This will include collecting rent, maintaining an accident log book and keeping all records deemed necessary;
 - To report regularly to the Rector and/or anyone allocated by the PCC as line manager;
 - To undertake training as required e.g. safeguarding;
 - To carry out such other tasks as the PCC may from time to time require.