

p/t Administrator May 2018

The PCC of Eastleigh Parish Church is seeking a
Part time Parish Administrator

Rate of pay: £9,152 per annum (£21,450 pro rata)

The administrator will play a major role in the day to day operations of Eastleigh Parish Church, principally by managing the parish office in Desborough Road, Eastleigh.

For further details please download or collect a copy of the Job Description document (copies are also available from the All Saints Church Building and www.EastleighParish.com)

For an informal conversation about this post, please contact Susan Fletcher on 07502 427 693.

To apply, please download an application form for this post, or contact sue@eastleighparish.com

Applications close at 11:59 pm on Sunday 10 June 2018

www.EastleighParish.com

Eastleigh Parish Church p/t Administrator Job Description

Overview and Key Details

Eastleigh PCC sees this post as a wonderful opportunity to help an individual engage with the development of this dynamic and growing parish church in the centre of the town.

1. Rate of pay £11/hour, to be reviewed annually;
2. 16 hours per week, to be worked over 3 days;
3. Statutory holiday and benefits, including the offer of a work place pension;
4. Under the line management of a fully engaged member of the PCC;
5. Appropriate training will be provided to the successful candidate;
6. Permanent post subject to a satisfactory review after 3-months' probation.

Core Responsibilities

Running the Eastleigh Parish Church Office efficiently, including:

1. Managing ChurchSuite and other databases;
2. Managing the parish filing system;
3. Managing office supplies and purchasing office supplies on line if required;
4. Ensuring the connectivity and compatibility of the parish IT, laptops, phones and printers;
5. Coordinating church diaries (including bookings of facilities);
6. Processing DBS forms;
7. Coordinating the baptism register and process;

8. Assisting the Priest in Charge in both admin and practical tasks, e.g. preparing for meetings, printing documents, helping coordinate special events and conferences, organising mail shots online and by post, etc.;
9. Preparing communications and advertising for Eastleigh Parish - including producing fliers & banners;
10. Updating the parish website and engaging with social media on behalf of the parish church (as directed by the Priest in Charge);
11. Actively pursuing new hirers / advertising our church facilities, in order to generate income;
12. Managing petty cash;
13. Coordinating with:
 - a. the Outlook (news sheet) team of volunteers; and being engaged in producing it when required;
 - b. PCC members and officers;
 - c. the weddings, funerals, and hall bookings administrator when necessary.
14. Other tasks as set by the Line Manager.
15. You would be invited to attend the Tuesday morning prayer meeting. (The Ethos of Eastleigh Parish is attached for your information.)

Summary

The PCC believes that the right candidate fulfilling these tasks will have a key role in the development of the Eastleigh Parish community as it continues to grow.

Recruitment

Eastleigh Parish is committed to recruitment and selection processes that are inclusive, fair, consistent and transparent.

Person Specification

A. Essential Characteristics of Successful Candidate

1. Polite & personable nature with good communications skills;
2. Excellent timekeeping, personal management, and organisational skills;
3. Ability to work well both in teams and alone;
4. Able to both give and receive instruction;
5. Able to both give and receive helpful feedback;
6. Highly competent use of electronic media; including desk top publishing, and social media. Familiar with Word, Excel, PowerPoint and Publisher;
7. Good standard of written and spoken English;
8. Ability to prioritise quickly and accurately;
9. Sympathetic to the ethos of Eastleigh Parish. (The Ethos of Eastleigh Parish is attached for your information.)

B. Desired Characteristics of Successful Candidate

1. Good awareness of issues surrounding health & safety in the context of public service.

Oversight and Line Management

1. The administrator will be working principally with Ian and Sue Fletcher;
2. Ian is the Priest in Charge (Vicar);
3. Sue is a PCC member, and part of the Workforce Committee

Notes

1. This post will be based at All Saints' church building (Desborough Rd. SO50 5NH).
2. A computer will be provided for your duties.
3. It is in the nature of church life that some administrative tasks will be conducted by volunteers and that those volunteers may change or leave. This means that some of the oversight/tasks will change. You will be expected to be at least aware of all these administrative activities and to be able to take up or put down your engagement with them, and in some cases coordinate them.
4. A permanent appointment will be subject to satisfactory completion of a 3-month probationary period.
5. One month's notice may be given in writing by either party.
6. Regular reviews will be conducted to help inform the ongoing development of the parish church and this role.
7. The advice, feedback and ideas of the Administrator will be sought and encouraged over the efficient running of Eastleigh Parish.
8. Subject to advice received from Winchester Diocese, the successful candidate may need to successfully undergo a DBS check.

Ethos of Eastleigh Parish

"The Benefice of Eastleigh (in the Church of England Deanery of Eastleigh and Diocese of Winchester) is part of the One, Holy, Catholic and Apostolic Church, worshipping the one true God; Father, Son and Holy Spirit. The Benefice of Eastleigh professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation.

All activities and operations of The Benefice of Eastleigh will adhere to this ethos.

p/t Administrator May 2018