

# St Paul's Clapham

## Job Description for Parish Administrator

**Reports to:** the Vicar

**Also supported by:** the Churchwardens

**Salary:** £16 per hour and the administrator will be automatically enrolled into a pension plan in line with legislation unless they choose to opt out.

**Working hours:** The role is permanent and part-time for 20 hours a week (0.5 WTE), ideally spread over four working days Monday to Thursday.

**Place of work:** Parish Office, St Paul's Church

**Holiday:** 80 hours per year with dates by mutual agreement, plus bank holidays pro rata

**Background:** St Paul's is a friendly, family church in Clapham, South London. We welcome people of all backgrounds, ages and sexuality. We embrace the diversity of God's creation and give thanks for all that we can learn of God from each other as we walk on our journeys of faith.

We are seeking a flexible person with excellent administration and communication skills and the ability to work well as part of a close-knit team of staff, volunteers and partner groups. We are looking for someone who is able to quickly prioritise in a multi-faceted working environment and who has considerable initiative to ensure the activities in the church's calendar are well planned and co-ordinated.

The Parish Administrator ensures the smooth running of the administrative side of the church's life and supports staff and volunteers in the delivery of the varied activities of the church and its adjoining community centre. You would be required to work closely with the Vicar and churchwardens.

### Person Specification

#### Skills

- Strong written and oral communication skills
- Efficient organisational and planning skills
- Good IT skills Microsoft Word, Excel, Outlook
- Willing to learn new software packages – e.g. ChurchSuite
- Good at taking initiative, being proactive and prioritising

#### Knowledge

- Equality and diversity
- Safeguarding
- General Data Protection Regulation

#### Qualities

- Flexible, enjoys variety
- Polite, considerate, calm under pressure
- Outcome focused, completer-finisher

- Strong eye for detail
- Team player, able to deal with a wide variety of people, as well as being able to work independently
- Able to maintain confidentiality
- Willing to get involved, hands on approach

### **Experience**

- Administration experience (essential)
- Mailchimp
- Wix website platform (desirable)
- Work with volunteers (desirable)
- Work in a church environment (desirable)

### **Other**

- Will need to have a clear basic DBS check (will be organised by St Paul's)
- Must be willing to undertake basic DBS training
- Must be in sympathy with the aims and objectives of the Church of England

## **Job Description/ Tasks**

### **Clergy Support**

- Regular liaison with vicar, diary coordination
- Lead on ensuring timely preparation for all events in the church calendar
- Keep the office running smoothly

### **Church administration**

- Answer the telephone and deal with answerphone messages
- Check and deal with emails
- Deal with callers to the office, including simple maintenance services
- Help to prepare and print documents for Sunday services and Special services
- Review and update website weekly (Wix knowledge)
- Coordinate content of and produce weekly electronic newsletter for 300+ subscribers (Mailchimp)
- Liaise with the duty rota coordinators
- Maintain registers for baptisms, marriages, banns, funerals
- Make returns to Southwark Diocese and Lambeth Council as required
- Give administration help to parish events
- Support annual admin tasks – APCM, Electoral Roll, Parish Returns, Annual Inspection
- Organise requests to hire the church for events, recitals, concerts

- Ensure that the principle of confidentiality and the requirements of GDPR are fully applied to all work of St Paul's

#### **Office administration**

- Maintaining Church Suite software and optimise its use –calendar, address book, bookings
- File, photocopy, laminate and archive documents as required
- Maintain/ purchase office stationery, equipment and cleaning supplies
- Proofread as required
- Negotiate and oversee office contracts eg phone, internet, photocopier.

#### **Community Centre administration**

- Communicate with people wanting to hire the hall for one off uses, including taking payments, returning deposits, arranging viewings, maintaining diary
- Send out invoices to regular hall users
- Coordinate cleaning schedule with caretaker, providing them with an updated timetable of events

#### **Money matters**

- Liaise with PCC Treasurer (weekly meeting/email)
- Pay and raise invoices
- Monthly return to the Diocese for parish fees
- Prepare monthly bank paying in slip

#### **Safeguarding**

- Support the Parish Safeguarding Team in all aspects of their work

#### **Communication**

- Keep notice boards and signage relevant and attractive
- Coordinate parish publicity and deliveries (e.g. Christmas cards)

#### **General**

- Arrange for minor building, maintenance and repair works to be done in accordance with agreement from the Vicar or churchwardens or Treasurer, including meter readings for utilities.
- The post is subject to references and a basic DBS check (will be organised by St Paul's upon offer of the post)

**Closing date:** Tuesday 21<sup>st</sup> June 2022

**Interview date:** Monday 27<sup>th</sup> June

**Start date:** ideally Tuesday 30<sup>th</sup> August 2022

**PARISH ADMINISTRATOR APPLICATION FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME/MOBILE TELEPHONE NO. \_\_\_\_\_ DAYTIME CONTACT NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NATIONAL INSURANCE NUMBER: \_\_\_\_\_

**EDUCATION AND QUALIFICATIONS:**

SCHOOL/COLLEGE/UNIVERSITY	DATES	QUALIFICATIONS OBTAINED

ONGOING PROFESSIONAL DEVELOPMENT	DATES	QUALIFICATIONS OBTAINED
TRAINING COURSES	DATES	QUALIFICATIONS OBTAINED

**CURRENT OR MOST RECENT EMPLOYMENT:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held: \_\_\_\_\_

Date started: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT 1:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held: \_\_\_\_\_

Date started: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT 2:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held: \_\_\_\_\_

Date started: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT 3:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held: \_\_\_\_\_

Date started: \_\_\_\_\_ Leaving Date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

\_\_\_\_\_

**INFORMATION IN SUPPORT OF YOUR APPLICATION:**

Skills, abilities and experience:

Please use this section to demonstrate why you think you would be suitable for the post with reference to the job description and person specification. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

## CONVICTIONS/DISQUALIFICATIONS

To ensure the safety of our parishioners a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining the post. If a check is returned and reveals any information, this will be discussed with the applicant. The PCC will make a decision as to whether the offer of employment should be withdrawn.

### **Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986**

#### **We would draw your attention to the following statement:-**

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

**Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).



Are you subject to any conditions or restrictions relating to your employment in this country?  
**YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

Are you closely related or married to a member of the PCC of St Paul's Church Clapham? Yes/No

If yes, please state the name of the PCC member and nature of this relationship below:

If appointed when could you start? Give period of notice in current job if applicable

#### REFERENCES

Please give the details of two references:

Referee: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Referee: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Declaration**

**Statement to be Signed by the Applicant**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

**Signed:**  **Date:**

**Where to send this form**

Please send this form **either** by email to [churchwarden@stpaulsclapham.org](mailto:churchwarden@stpaulsclapham.org)  
**or** by post to  
Churchwardens, St Paul's Church, Rectory Grove, London SW4 0DZ