



St Giles-in-the-Fields Parochial Church Council

Job description for the role of Church Administrator

Issued May, 2019

The church administrator is responsible for the administrative affairs of the Parochial Church Council (PCC) and its associated charities, The West Street Trustee Limited, The Duchess Dudley for The Rector Charity and The Clayson Bequest Charity, as follows:

Administration

The Administrator will support the work of the Rector, churchwardens and PCC. They will:

- maintain an electronic filing system for all PCC business;
- provide administrative support for the work of the PCC, The West Street Trustee Limited and The Duchess Dudley for The Rector Charity and The Carolyn Clayson Charity
- liaise with the PCC's and trustees' professional advisers and contractors;
- maintain a database of addresses, including users of the church and vestry house;
- serve as Church Electoral Roll Officer.

Finance

The Administrator will support the church's day-to-day financial management. They will work closely with the book keeper of the PCC and The West Street Trustee Limited to:

- issue invoices to all users of the church and vestry house and pursue payment;
- bank cash and cheques, and prepare and reconcile banking sheets.

Hiring and Events

The Administrator will

- maintain and update the church's electronic calendar;
- answer promptly all enquiries via telephone, email and through the website for the use of the Church.

- make all arrangements for hiring out the Church and Vestry House, in liaison with the Rector and following the 'General Information on hiring the Church and Vestry House' issued to hirers.

Publicity

The Administrator will

- answer enquiries via telephone, email and the website, in liaison with the Rector and Churchwardens;
- respond to, and deal with enquiries from casual visitors;
- prepare, print and collate posters, fliers for services and events, and service booklets and leaflets, as requested;
- print and distribute electronically the monthly Newsletter, weekly service sheet, and weekly mailing issued on Fridays;
- insert and monitor advertisements and announcements in church publications, local and national press, as requested;
- ensure there are adequate stocks of information and promotional literature, and to maintain the presentation of the entrance area.

Premises

The Administrator will

- oversee the work of the maintenance caretaker and event manager;
- monitor and maintain the CCTV cameras, and ensure that security systems are in place and in working order, and, when necessary, liaise with the police and the church's insurers;
- ensure that arrangements are in place to unlock and lock the church, and Vestry House each day;
- maintain a key register and safe keeping of all keys;
- arrange for the annual maintenance of the heating system;
- liaise with the London Borough of Camden about the use and upkeep of the Churchyard;
- liaise with Director of Music about maintenance of the organ and piano.

The administrator will also collaborate with the Estate Manager to:

- keep a maintenance calendar in accordance with the Health and Safety policy and schedule, including checking fire extinguishers, checking for fire hazards, checking the IT and sound

reinforcement system, arranging for annual inspection of the lightning protection system, ensuring all clocks are working and liaising with the PCC's insurers;

- undertake the planning, coordination and implementation of small maintenance and building works by liaising with contractors to maintain the general electrical, plumbing and other small works for the Church and Vestry House, and deal with any emergencies as necessary; arrange for a twice a year annual cleaning of the windows.

Management of the church office

The Administrator will

- oversee the security of the office and all office equipment;
- oversee the maintenance of office equipment, and order general office supplies.

Person specification for the role of Church Administrator

We are seeking a candidate who will:

- have good interpersonal skills, including a mature and sensitive manner in dealing with members of the public, and in fostering good relationships with church officers, regular contacts and volunteers;
- have good verbal and written English skills, and able to communicate effectively with a wide range of people;
- be able to work at times independently and in a sole working environment and also within a flexible team, particularly engaging with volunteers;
- have excellent ICT skills, fluency in working with MS Office, experience in office administration, and preferably will be familiar with website maintenance and email marketing;
- be well organised, have a good attention to detail, able to multi-task, work to deadlines and to identify and prioritise tasks effectively
- be reliable and discreet in dealing with confidential and sensitive matters; be able to stay calm under pressure;
- be in sympathy with the aims and activities of the church.

Remuneration

The salary is £27,000 per annum with annual leave of 21 days, excluding public holidays.