

Parish of Great Chesham

Parish Administrator

The Parish Administrator oversees the smooth running of our Parish Office and assists the Team Rector in their duties.

Running the Parish Office

- * Telephone, email and correspondence
- * Team Rector's diary and appointments
- * Oversees diary for St. Mary's Church and Church Rooms
- * Organisation of the Parish Office, including Parish Office diary, filing, office supplies and equipment, secure filing of Safeguarding Records.

Parish Communication

- * Weekly and monthly staff meetings - planning, agendas, co-ordinating and recording holidays, conferences, days-off
- * Liaison with Parish Officers (Buildings, Finance, Churchwardens etc)
- * Weekly Notice Sheet - collecting information, production ready for printing
- * Liaison with Parish Printing Team
- * Rotas for Parish Services - gathering information, spreadsheet, distribution
- * Churchbuilder - updating services, people and contact details

Occasional Offices

- * Baptisms, weddings and funerals - initial contact for requests, making arrangements with the wider team and forwarding information
- * Working with the Finance Team on the production of quarterly returns

St. Mary's

- * Weekly Notices - compiling and producing
- * Term card
- * Occasional service sheets, course notes etc

Parish Staff Team

- * Being an active member of the Parish Staff Team, praying, sharing with and supporting Team members

Meetings you will be expected to attend:

- * St. Mary's Weekday Morning Prayer - 08.45 - 09.15 am
- * Monday Parish Staff meeting, weekly - 09.30 - 10:40 am
- * St. Mary's monthly Team meeting - 10.45 am - 1.00 pm every 1st Monday of the month

Responsible to the Team Rector (or during a vacancy to the Parish Churchwardens)

Person Profile

- 1] A high standard of general administrative, word processing and IT abilities (email, database, Word, Powerpoint, simple spreadsheets)
- 2] A helpful, confident and friendly manner with visitors to the Office and volunteers working in and through the Office.

3] A willingness to be flexible, and where possible, anticipate the daily requirements of the Team Rector.

4] An active Christian commitment, sharing in the praying and worshipping life of the Parish Team, seeing your gifts as an Administrator as God-given and enabling you to serve the wider church.

Employment Details

This position is linked to Grade P on the Diocese of Oxford's Scale.

1] Hours

35 hour per week, Monday to Friday 8.45am - 4.45 pm with an hour for lunch.

2] Holidays

22 days in Years 1 & 2, 25 days in Years 3, 4 & 5, 26 days in years 6 & 7, 27 days in Year 8, 29 days in Year 9, 30 days thereafter, plus Bank Holidays from Year 1.

3] Salary

Starting salary of £22,966 for 35 hours per week, rising to £24,732 after 4 years, subject to satisfactory performance reviews.

4] Pension

Immediately eligible to join Great Chesham PCC's part of The Church Workers Pension Fund, run by the Church of England Pensions Board. Great Chesham PCC will contribute 12.5% of salary and employee contributes 6%.