**Parish Office Manager**

**Hutton Parish**

***Job Description and Person Specification***

1. **Purpose Statement:**

The Parish Office Manager holds a key and vital role in the Parish and in its worship and wider ministry, to ensure excellent working practices in administration and collaboration.

The Parish Office Manager is responsible for the running of the office situated at St Peter’s Church, with oversight of administration, communications, and some key financial tasks.

The efficient, contented, and collaborative running of the Office alongside the work of the Daily Bread Cafe and Food Hub is pivotal to success in this role.

This is a role with responsibilities which will benefit the whole Parish and all those we serve through our worship, outreach ministry and engagement in the local community.

1. **Team and Community:**

We are a bustling and vibrant Church of England parish in the Diocese of Chelmsford. Hutton is a broadly residential parish near the town of Brentwood, Essex with around 20,000 residents from across every socio-economic background.

The two parish churches of All Saints and St Peter’s serve the community through the week via Daily Bread, which is based at St Peter’s. Alongside this we also have a full schedule of youth and children’s groups, Bible study groups, schools engagement, music events, Quiet Days and regular meetings running across the Parish as well as the usual Sunday and mid-week worship in both churches.

The successful applicant would be joining a team which works in a busy building and where flexibility and a good sense of humour, alongside diligence and attention to detail would be required.

This role reports to the Rector, Revd Andy Smith, but also includes significant day to day engagement with other members of the Parish Clergy team and Church Wardens plus the Daily Bread team based at St Peter’s Church, all working together to serve this community in Jesus’ name.

1. **Key benefits:**

***Location****:* Office based at St Peter’s Church, Claughton Way, Hutton.

***Hours:*** 20 hours per week, **Monday-Friday**, within office hours (although exact hours can be discussed).

***Salary:*** £28,113.88 per annum pro rata (£14,056.94 actual) plus pension contribution, 25 days holiday, plus bank holidays.

**Probationary period:** 6 months with reviews each month and an annual appraisal system.

1. **Principal Accountabilities**

* To oversee and provide administrative and secretarial support to the Parish.
* To organise, coordinate and oversee the Parish Office, the day to day use of the buildings and the wider Parish diary.
* To carry out core administrative processes affecting the Clergy team, volunteers and the work and worship of the wider Parish .
* To ensure an efficient and welcoming system for all enquiries to the Office and to deal with Parish matters with efficiency and care.
* To implement and maintain new digital systems and efficiencies as appropriate.

1. **Main Tasks**

* Acknowledging and, as appropriate, dealing with or delegating incoming correspondence, telephone calls and emails in a personable and professional manner.
* Operating a secure system to manage essential papers & correspondence alongside digital storage where appropriate.
* Overseeing the maintenance of sacristy supplies, office supplies and equipment, including computer systems.
* Providing administrative support for the Parish Treasurer including management of incoming Parish finances, invoicing, expense payments and cost centre allocations.
* Providing administrative support to meetings such as Parish Operations team or planning meetings as required.
* Communication, arrangements and administration related to all parish funerals, interment of ashes and plaques for the Garden of Remembrance at All Saints.
* Communication and advice for those contacting the Parish Office in relation to Weddings and Baptisms.
* Maintaining effective Parish communication channels between PCC, Clergy team, Daily Bread team, Church Wardens and all Parish Office functions.
* Oversight and administration of all hall lettings.
* Administration and ID checks related to Parish Safeguarding procedures.
* Maintenance and oversight of Church diary and bookings.
* Oversight and management of Parish caretaker.
* Key point of contact for delivery, contractors and building maintenance and some arrangement of repairs at St Peter’s.
* Administrative support for Sunday services**,** liaising with Church Wardens and those serving on rotas as appropriate.
* Coordination and administration for special services and events in the parish, such as confirmation, ordination and key Christian festivals through the year, including some hospitality support.
* Coordination of weekly newsletter and maintenance of Parish social media accounts and online presence.
* Communication and database management for Parish events, courses and activities.
* Production of letters, emails and meeting minutes as requested by the Clergy team and other volunteers.

**Person Specification**

**Essential**

* High quality administrative skills.
* At least 2 years experience working in an office context with similar responsibilities.
* Reliable, honest and trustworthy person who is motivated, energised and fulfilled in a busy office environment.
* IT competence and confidence in an increasingly electronic office environment, including e-mail, diary management systems and online document storage.
* Knowledge of Google Suite, Microsoft 365, or equivalent cloud based systems and ability to learn and implement new systems.
* Excellent written communication skills, including a high level of attention to detail, grammar and spelling.
* Good communication skills, especially in receiving and relaying messages.
* Ability to develop and maintain good relationships with a wide range of people including those working in a voluntary capacity.
* Confident and welcoming manner with telephone callers and in person visitors, showing patience and diplomacy.
* Ability to manage matters relating to personal information, working within appropriate confidential boundaries.
* Flexibility and collaboration skills with the ability to work under pressure and within unexpected circumstances and to take on extra tasks as needed.
* Well developed organisational skills, ability to plan workloads, working independently and dealing with conflicting priorities to meet deadlines.
* Able to work in a focussed and calm manner, methodically and accurately, paying attention to detail.

**Desirable:**

* A practising Christian.
* Educated to ‘A’ level or equivalent
* Understanding of the language, structure and practices of the Church of England.
* A desire to work in a Christian environment and contribute to the work of the Church locally.
* Ability to propose and take on initiatives leading to improved administrative outcomes.
* Understanding of the Church of England safeguarding policies and procedures.