



Parish Administrator/Church Manager

Job Profile

Job Title	Parish Administrator/Church Manager
Location	All Hallows by the Tower, Byward Street, London, EC3R 5BJ
Line Manager	Vicar (or Churchwardens in case of vacancy)
Employer	PCC of All Hallows by the Tower
Hours	Monday-Friday, 9.30am-5.30pm
Salary	£30,000-35,000 dependent on experience, plus Workplace Pension

Job Overview

All Hallows by the Tower are looking to seek an organised and friendly parish administrator to oversee the day-to-day running of the church. The administrator will manage the church office and have responsibility for the Grade I listed building, organisation of events, and minor financial responsibilities.

Main Duties and Responsibilities

I. Office Management

- First point of contact for email, phone and in-person enquiries. Responsibility for supervising the church during the day and locking up at the end of the day.
- Maintain church diary and manage bookings of the church and porch room.
- Prepare the weekly newsletter, update website and manage social media accounts.
- Create posters, banners and leaflets to promote events in the church.
- Maintain office, church and kitchen supplies; responsibility for office equipment contracts and licensing returns (PRS, CCLI, One Licence, LDF quarterly returns).
- Supervise the operations team (caretaker, vergers and cleaner) to keep the church well organised and maintained.
- Maintain annual leave and sickness absence records and emergency contact lists for staff and keyholder/security purposes.

- Organise and maintain a good filing system. As data controller, the parish administrator is responsible for the church adhering to the General Data Protection Regulation (GDPR).
- Keep policies and procedures up-to-date and send to PCC for review. Organise training sessions for staff.

2. Church Administration

- Support the Parochial Church Council (PCC) meetings and committees as required, circulating the minutes, preparing papers for PCC, committee meetings and the Annual Parochial Church Meeting (APCM), and keep the PCC members list up to date.
- Support the Electoral Roll Officer and maintain the Electoral Roll records.
- In partnership with the staff and Churchwardens coordinate the annual report for the APCM.
- Prepare and print service booklets for Sundays, Taizé services and special services. Upload to the website and circulate to those involved.
- Manage the administrative aspects of baptisms, weddings, funerals and other pastoral services and maintain service records.
- Assist the clergy where needed with maintaining the liturgical rotas for those involved in supporting the different services.

3. Finance Assistance

- Provide administrative support to finance committee as required. Maintain regular contact with the finance officer and circulate all financial documentation for the finance committee.
- Undertake the preparation of invoices (eg for hire or recharging of utilities costs) and bills for the 'church rate' charged to local businesses.
- Assist the accounting advisor with the preparation of the payroll. Assist the finance officer with monitoring unpaid invoices.
- Responsibility for banking and petty cash.
- Assist with funding applications and Listed Places of Worship claims for VAT.

4. Church Operations

- Provide administrative support to fabric committee as required. Monitor the building for defects and arrange repairs as necessary.
- Communicate with and provide access to contractors; maintain log of maintenance contract visits.
- Arrange fire risk assessments, PAT testing, electrical checks and ensure all certification is up to date.
- Assist with preparing faculty applications and monitor progress to completion.
- Maintain details of all leases and contracts.
- Manage regular operational matters including meter reading, security arrangements and waste removal.
- Assist management of on-site visits, projects, and co-ordinate volunteer teams.

5. Events Management

- Manage bookings of the church and porch room and arrange necessary staffing.
- Supervise the organisation of events such as carol services or significant days such as Ascension Day or All Saints' Day.
- Work with the Education & History Officer to manage education projects, tours and other visits to the church.

Person Specification

Knowledge, skills, and abilities

Essential

- Excellent organisational skills
- Experience working in office or church administration
- Excellent verbal and written communication skills
- Financially confident
- IT skills including experience of Microsoft 365 (Word, Outlook, Excel, Publisher, PowerPoint) and website administration
- Communications: working experience of Church Edit or similar content management systems,
- Working knowledge of GDPR

Desirable

- Working knowledge of Church of England processes
- Experience of iKnow Church or equivalent church management software
- Event management experience
- Project planning experience

Personal Attributes

- A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff, volunteers, and other regular contacts.
- A capacity to work on your own and as part of a team, confident to take initiative.
- The ability to handle multiple tasks and work to deadlines.

This role requires the completion of the Safeguarding Training provided by the Diocese of London.

Working at All Hallows by the Tower

Vision

Our vision is for All Hallows be a church where the glory of God shines through our people, our worship and prayer, our loving service, our actions and words, our study of scripture and learning, our care for God's creation, our history and beautiful building, our commitment to justice in all its forms.

Context

All Hallows by the Tower is an Anglican church in the Diocese of London. It is an iconic Grade I listed City of London church, located next to the World Heritage Site of the Tower of London, serving the local city workers, residents and visitors from all around the world. As the oldest church in the City of London, the church has played a part in many of the historical events that have shaped life and faith in London and nationally over the centuries.

Today All Hallows has a seven day a week ministry, with Sunday and weekday services, and is served by committed volunteers and a friendly staff team. All Hallows offers an inclusive welcome to all and, as well as its life of worship, prayer and pastoral care, the church is involved in a lively programme of educational and social justice activities, outreach, and care for the environment, as well as concerts, exhibitions and plays. It has excellent civic connections, including links to four Livery Companies, the local Tower Ward and to institutions and organisations nearby. All Hallows has international links and livestreams its services and events. The church is part of a cluster with St Mary-at-Hill and St Margaret Pattens.

Place of work	All Hallows by the Tower, Byward Street, London EC3R 5BJ
Salary	£30,000-35,000 based on experience, plus Workplace Pension
Probationary period	6 months
Annual leave	25 days holiday plus bank holidays
Notice period	3 months
Review	Annual review with line manager.

How to apply

To apply for this post, please read the full job profile and email the following to the church office via the Revd Jen Midgley-Adam (curate@ahbtt.org.uk):

- a **supporting statement**, referring to the Job Profile, explaining why you believe you are suitable for this role
- a comprehensive **CV** including details of your previous employment, relevant experience and details of two referees, one of whom should be your current or most recent employer (referees will not be contacted without your permission).

If you would like to discuss the role or have an informal visit before applying, please contact the Parish Administrator Charlie Watkins on **020 7481 2928** or email parish@ahbtt.org.uk.

Closing date for applications: 17:00 on Wednesday 8 May 2024

Interviews will take place on: Wednesday 15 May 2024