

St George and All Saints Tufnell Park

Parish Administrator (part-time)

Job Description

Overview

St George's is a welcoming, inclusive church, aiming to build deeper relationships in the local community, to serve our neighbours well and share the love of Christ in Tufnell Park.

The Parish Administrator plays a crucial role in being the first port of call for people contacting St George's, as well as handling the hire of the church space and carrying out the bookkeeping.

This is a part-time post, 14 hours per week, to be worked flexibly during office hours. At least one day per week needs to be worked from the office, but there is scope for some remote working.

The post holder is employed by the PCC and day-to-day supervision will be provided by the Vicar.

Please note this job description is non contractual and the post may be subject to change.

Day to day activity

The post holder is responsible for ensuring that the church runs smoothly and is a friendly

first point of contact for the public and for our user groups. Day to day work includes:

- Responding appropriately to phone calls, emails, post and visitors to the church
- Dealing with enquiries about use of the church space, including bookings for

children's parties, classes and groups, as well as weddings, funerals and baptisms

- Updating the ChurchSuite database e.g. for Tufnell Tots, Sensory Drop-in etc.
- Ensuring noticeboards and leaflets in church are up-to-date and welcoming,
- Ordering supplies for the office and for special events.

1. PCC

The Parochial Church Council (PCC) is elected to represent the congregation and holds

legal responsibility for the church as a charity. The parish administrator is responsible for

providing support to the PCC including:

- Maintaining a central file of PCC minutes, both paper and digital.
- Ensuring that annual returns are submitted to the Diocese and to the Charity Commission
- Ensuring that relevant Diocesan and Church House procedures are followed in relation to e.g. registers for baptisms.
- Ensuring that the PCC complies with all relevant legislation, including data protection and copyright licences.

2. Building hire

● Maintaining an up-to-date bookings calendar for the use of the church facilities.

● Responding to enquiries from potential new hirers and entering into new agreements (subject to PCC approval where appropriate).

● Ensuring that all users have up to date hire agreements.

● Ensuring that the heating systems are programmed weekly to meet the needs of user

groups and that all users know how to use the building safely.

● Ensuring that the church demonstrates good environmental stewardship in its use of materials, recycling systems etc.

3. Financial administration

The post holder will need to liaise closely with the clergy, Gift Aid secretary and treasurer to ensure that all financial transactions are dealt with promptly and in line with agreed procedures. This will include:

- Requesting authorisation, setting up and paying bills/invoices/appeals via CAF Bank.
- Use Xero to complete all financial reporting and monthly reconciliation for the main church account and petty cash.
- Raising invoices for hirers and customers.
- Preparing information for audit, assisted by a finance advisor.
- Ensuring that all financial documents and accounting records are kept securely and orderly.
- Count, complete income forms and paying in slips for all church collections and appeals and take the cash to the bank on at least a quarterly basis.
- Processing Gift Aid and other donations.
- Work with the treasurer to ensure that the PCC receives at least quarterly reports on the financial position of the organisation.

4. Participation in overall work of the church

Whilst the above tasks are not exhaustive; the post holder may also need to undertake any tasks or duties commensurate with the role to enable the church to fulfil its mission.

However, it is recognised that this is a part time post and the involvement in other work will be in conversation with the Vicar. Regular tasks include:

- Generate and circulate the Sunday service rota for Bible reading and leading prayers
- Ordering refreshments for church services and community events.

5. Upholding of policies and procedures

The post holder will at all times need to ensure that they act within the law and that they uphold the church's policies and procedures which cover, for example, safeguarding, health and safety, data protection and equality of opportunity.