

St Luke's



St Matthew's

Parish Administrator post Information for applicants

Thank you for your interest in this post. Applications should be sent to:

St Matthew's Parish Office,
Marlborough Road,
Oxford OX1 4LW

or by email to office@stmatthewsoxford.org.uk

Applications must be received by Sunday 26th June 2022.

Your application should consist of your CV and a covering letter outlining why you feel you are suitable for the role. Please include your contact details (address, phone and email if possible). Please mark the envelope or email **Parish Administrator job application**.

Please also provide the names and contact details (address, phone and email if possible) of two people we could contact to provide a reference.

Applicants who are shortlisted will be informed by Thursday 30th June. Interviews and a short practical exercise will be held at St Matthew's Church on **Wednesday 6th July**: if you are unable to attend on this date, please let us know when you apply.

If you would like to talk to someone about the job, please contact Jenni Williams (Vicar of St Matthew's and St Luke's) by email at vicar@stmatthewsoxford.org.uk to arrange to speak.

Further information about the parish and community can be found on the following websites:

St Matthew's www.stmatthewsoxford.org.uk and St Luke's www.stlukesoxford.org.uk

A map of how to get to St Matthew's can be found on St Matthew's website. For any other queries, please contact the Parish Office, contact details below:

St Matthew's Church, Marlborough Road, Oxford, OX1 4LW

Tel: 01865 798587; email: office@stmatthewsoxford.org.uk



JOB DESCRIPTION

Parish Administrator (St Matthew's)

St Matthew's and St Luke's are partner churches, bringing God's love to South Oxford through active engagement with local people. The two churches are located at the heart of two very different communities within the same parish. St Matthews is a reflective mainstream church based in an affluent area of Oxford whilst St Luke's is serving an area that scores highly on multiple deprivation scales.

The aims, management and working practices of St Matthew's and St Luke's churches reflect their Christian vision and values, expressed through:

- Growing church, sharing Jesus, in the heart of our community
- Fostering justice and equity, mercy and forgiveness through care and concern for those in our community

Purpose of Parish Administrator role

To serve St Matthew's and St Luke's and their communities through:

- providing administrative support to the Vicar, clergy and church leaders
- managing the upkeep and maintenance of church and parish centre buildings, and managing bookings
- responsibility for health and safety related to the use of the buildings, in particular use of the kitchen facilities

Responsibilities

Administrative support to the Vicar, clergy and church leaders

- Monitoring email and voicemail messages and responding as required
- Supporting the Vicar, clergy and church leaders with administration relating to regulatory requirements, diocesan forms and other formal returns required. This includes managing the DBS checking process and responsibility for Data Protection (a specific Parish Administrator will be designated for these responsibilities)
- Supporting the Vicar with communication to the congregation and parish community e.g. via maintaining contact details, mailchimp mailings, website updates, production of weekly service sheets/Powerpoint slides, termcard, flyers, keeping internal and external noticeboards up to date etc
- Drawing up and sending out rotas for Sunday activities as required
- If possible within employed hours, administrative/planning support for specific activities e.g. church events, one-off services such as funerals/weddings, staff recruitment



Management of premises

- Ensuring that the church/parish centre buildings, garden and equipment are kept in good order and that maintenance is carried out at appropriate times and within a budget agreed by the DCC/Buildings Committee. This involves working with the DCC/Buildings Committee to notify them of repairs or maintenance required which exceeds the budget.
- Ensuring that buildings are run as cost-effectively as possible e.g ensuring efficient use of energy
- Managing keyholders for the church/parish centre and ensuring there is access to the building for users, hirers, workmen, meter-readers etc. Occasionally this may mean being present in person at an event/booking.
- Supervising the cleaning of church/parish centre buildings and working with the Cleaner to agree a detailed task list. One Parish Administrator will be designated the line manager of the employed Cleaner
- Maintaining supplies of office, kitchen and church consumables. Communicating with the church finance officer regarding invoicing, payment of bills, monies received and record-keeping (this may include managing petty cash, banking and/or online payments). There is a need for a confidentiality agreement to be signed in relation to this.
- Managing Parish Centre bookings, including invoicing and record-keeping for bookings and ensuring hirers have all the information required to safely use the premises. This includes responsibility for having a process in place to ensure the premises are secure after the building has been used.

Health and Safety

- Designated Health and Safety officer. Each Parish Administrator may hold this responsibility for a specific church/parish building.
- Being responsible for Health and Safety management including writing and monitoring risk assessments, carrying out fire checks, maintaining first aid box supplies and accident reporting.
- Ensuring kitchen facilities are maintained to required standards of health and safety and that users are aware of hygiene requirements and appropriate recording of use, in line with our Oxford City Council registration.
- Carrying out any other required health and safety activities as required by the DCC e.g. COVID-related arrangements

The Parish Administrator works as part of a small Parish Administration team working across both St Matthew's and St Luke's and headed by the Vicar, who is line manager for Parish Administrators. Each Administrator may be linked to either St Luke's or St Matthew's with specific responsibilities associated with the allocated church: other duties will be carried out on a parish-wide basis, and shared between members of the Parish Administration team according to priority of task, hours available and skills/preferences of the staff member.

**Working Hours**

Working hours per week may be worked flexibly, depending on activities, and in agreement with the line manager. Occasional attendance at evening meetings may be required and should be counted as hours worked.

Holiday

Holiday entitlement is 25 days per year (pro rata) plus bank and public holidays.

Place of work.

The role will be based in St Matthew's Parish Centre, Marlborough Road

Salary

The salary for this role is based on a full-time salary of between £22,000 and £25,000. A 6% pension contribution on qualifying earnings will be made. The PCC uses the NEST workplace pension scheme.

Contract

This post is currently a permanent contract. A six-month probationary period applies. The notice period will be one month. Full details of employment conditions are given in the St Matthew's with St Luke's Employment Handbook.

PERSON SPECIFICATION

	Essential	Desirable (or willing to learn)
<u>Skills/ Qualifications/Experience</u>		
Computer literate and competent in standard Microsoft products (Word, Excel, Outlook, Powerpoint etc)	x	
Experience of website administration/updating		x
Experience of office administration or similar	x	
Good organisational skills	x	
Ability to work without close supervision	x	
Knowledge of financial processes, sufficient to enable communication with the church finance officer		x
Knowledge of Health and Safety issues		x
<u>Personal Attributes</u>		
Ability to operate with tact and discretion when dealing with sensitive or confidential information	x	
Good inter-personal and communication skills, which enable and encourage others (face-to-face and phone/on-line)	x	
Reliable and trustworthy	x	
Ability to work within a diverse team and communicate with team members who may work at different times or locations	x	

Occupational requirement: This post will be the face of St Matthew's or St Luke's to community members using church buildings as well as to congregation members involved in the life of the church. It is a requirement that the post holder relates to those who use the church and volunteer within it in a way that fulfils the Christian ethos and upholds the Christian values of the church. There is therefore a genuine occupational requirement for the post holder to have a Christian faith.