**St Mary Magdalene’s Church, Clitheroe**

**Parish Administrator**

**Job title:**  Parish Administrator

**Salary:** £13 per hour

**Hours:** 12 hours per week

**Contract:** Permanent

**Location:** Parish Office, St Mary’s Centre, Church Street, Clitheroe

**Responsible to:** Reverend Dr Judith Clark and the PCC

St Mary Magdalene is the parish and civic church for the town of Clitheroe in the Ribble Valley. It plays a key role in the wider benefice which also includes St Paul’s Low Moor, Christchurch Chatburn and St Leonard’s Downham. St Mary’s has two morning services on each Sunday with traditional BCP Holy Communion at 8.00am and Sung Eucharist at 9.30am. There is an All-Age service promoted each month and the church embraces a range of worship styles. There is a longstanding choral tradition that is currently under review and development. The Benefice has recently entered the Blackburn Diocese Parish Renewal Programme to help grow the fellowship and its impact within the wider community.

This position is available for immediate start, subject to full pre-recruitment procedures. The successful candidate will be given one week’s full training induction, in which you will take the Diocesan CofE GDPR e-learning course, and be shown how to use the Canon C5550i Photocopier.

**Main purpose of the role**

1. To provide the clerical and administrative support to the clergy and lay persons managing the parish and to ensure the effective day to day operation of the Parish Office of St. Mary Magdalene.
2. To be a friendly, articulate and efficient first point of contact for the parish and provide a reception facility for callers to the Parish Office dealing with a range of enquiries.
3. To support the wider Benefice by specific arrangement.
4. To act as the Parish Data Protection Officer covering GDPR issues within the church administration, policies and procedures.

**What you will be doing**

1. Provide efficient and accurate administrative support.
2. Maintain and update parish records by developing and utilising spreadsheets and databases containing confidential and sensitive information.
3. Maintain the electoral roll.
4. Update areas of the website.
5. Utilise social media.
6. Deal with emails, telephone calls and post ensuring information is brought to the attention of the relevant person.
7. Communicate with the Vicar, Churchwardens, Treasurer or the PCC to determine how some specific issues should be dealt with.
8. A range of photocopying tasks.
9. Produce weekly notice sheet, posters.
10. Assist in arrangement of funerals, weddings, baptisms, liaising with funeral directors, clergy, musicians.
11. Take minutes of meetings as and when required.
12. Maintain provision of stationery and office supplies.
13. Organise and maintain electronic and paper filing systems including updating and maintenance of databases and spreadsheets.
14. Maintain parish petty cash records.
15. Publication and distribution of monthly parish magazine, service sheets, rotas etc
16. Maintain liaison with the Hall Management Team.

**Person Specification**

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| --- | --- | --- |
| **Criteria** | **Essential/****Desirable** | **Assessed by** |
| **Application** | **Interview** | **References** |
| **Qualifications and training** |
| 1. English and Maths – GCSE level minimum | E | ✓ |  |  |
| 2. DPO/GDPR training qualification | D | ✓ |  |  |
| 3. Clerical/admin qualification | D | ✓ |  |  |
| **Knowledge and Skills** |
| 1. Proficient knowledge in maths and English | E | ✓ | ✓ |  |
| 2. Knowledge of GDPR regulations | E | ✓ | ✓ |  |
| 3. Proven ability in the use of Microsoft programmes including: Word; Excel; Outlook; Publisher | E | ✓ |  |  |
| 4. Operating an advanced photocopying machine | E | ✓ |  |  |
| 5. Website admin experience | D | ✓ |  |  |
| **Experience** |
| 1. Proven experience in office/admin environment | E | ✓ |  |  |
| 2. Experience using social media | D | ✓ |  |  |
| 3. Past or present church membership | D |  | ✓ |  |
| **Personal attributes** |
| 1. Trustworthy – dealing with sensitive/confidential data | E | ✓ |  |  |
| 2. Team player | E |  | ✓ | ✓ |
| 3. Ability to be flexible  | E |  | ✓ |  |
| 4. Responsible | E | ✓ | ✓ | ✓ |
| 5. Self-motivated | E |  | ✓ | ✓ |
| 6. Well organised | E | ✓ | ✓ |  |
| 7. Use own initiative | E | ✓ | ✓ | ✓ |
| 8. Good communicator | E |  | ✓ | ✓ |
| 9. Interpersonal skills | E |  | ✓ | ✓ |
| 10. Professional | E | ✓ | ✓ | ✓ |
| 11. Respectful of and facilitating the aims of the church | E | ✓ | ✓ |  |
| 12. Positive attitude to training and development | D |  | ✓ |  |
| 13. Understanding CofE structure and hierarchy and the role of the diocese | D | ✓ | ✓ |  |

For an informal chat about the post please contact Katie Capstick, Parish Administrator on 01200 422828 between 10:00 -15:00 on Mondays or Thursdays.

**Outline of Terms and Conditions**

**Employer**: St Mary Magdalene’s PCC, Clitheroe

**Contract type:** Permanent

**Salary:**  £13 per hour

**Hours**: This is a part-time role based on a 12 hour working week, but the post holder may be required to work a limited number of additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

**Location**: The post holder will be based at Parish Office, St Mary’s Centre, Church Street, Clitheroe.

**Pension** There is no designated pension scheme from the Church or the Parochial Church Council covering the post of Parish Administrator. Should the employee join a private pension scheme, the PCC will contribute 5% of the employee salary into the scheme providing the employee contributes 3% of their salary.

**Annual leave**:

The holiday year runs from 1 January to 31 December. The holiday entitlement for the post is 67.2 hours per full calendar year (plus any additional leave for overtime and calculated pro-rata for part years) and this includes bank and public holidays. Holiday dates are to be agreed with the Vicar with at least two weeks’ notice. Unused holiday cannot be carried over from one year to the next, unless exceptional justification is agreed in writing before the end of the calendar year with the Vicar.

**Probationary period**: The appointment is subject to the satisfactory completion of a six-month probationary period.

**Notice Period:** Within the first month from the date you commence your employment, either the PCC or you may end this contract without reason. No notice has to be given during this period. After this period, you will need to give written notice as follows:

Service of less than one month No notice required

Service of more than one month 4 weeks

**Right to work**: The post-holder must have the right to reside and work in the UK.

**Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority heritage backgrounds**

**The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.**