



ST BARNABAS WITH CHRIST'S CHAPEL

JOB TITLE: St Barnabas Parish Administrator and Bookkeeper

Contract: The initial period for this post is 3 years, the first three months of which form a probationary period.

Hours: This is a full-time equivalent post (c. 32 hours per week, including some Sunday).

Employer: The Parochial Church Council of St Barnabas, Dulwich.

Salary: We can offer an hourly rate of £15.00. Pension contribution will be included.

Annual Leave: 28 days inclusive of bank holidays.

Professional Development: We wish to be committed to your continuing development and will make time and resources available for this.

Spiritual Nurture and Development: We will encourage this as part of the ongoing role. We would hope you would join the congregation at St Barnabas or Christ's Chapel.

An Enhanced Disclosure check will be required for the successful applicant.

The Role

The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the churches and parish in close co-operation with the Vicar, staff team and the Officers of the church.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, join in the spiritual life of the church and work actively to support our ministry and vision.

Along with our Vicar and staff team, this post is key in enabling growth in the ministry and mission at St Barnabas as well as providing effective administration and day-to-day financial management within the church. The post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events and managing lettings, better enabling us to serve our parish.

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organizational, financial,

communication and interpersonal skills. The majority of our administration is online so knowledge and experience of diary management, ChurchSuite (or other CMS system), Life Events Diary, Google Docs, Quickbooks, Wordpress, Facebook is essential.

Location

The role is based at St Barnabas Church Office SE21 7DG.

Organizational information

Responsible to the : Parish priest

Functional links with:

1. Parish priest, parish clergy and Director of Music
2. Pastoral Team including ChurchWardens
3. Caretaker
4. Honorary Treasurer
5. PCC
6. Possible future links with a Youth Worker

Contract: The contract is for a 3 year term which will be open for renewal, with a 3 month probationary period. There will be an annual appraisal and salary rise will be linked to this. An appraisal will take place to confirm the end of the probationary period. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

1. Office Management and General Administrative Services

- A. Provide general administrative support to the Vicar, and staff team
- B. Administer the church diary, arranging appointments and setting up meetings when requested
- C. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. parish roll, register of baptisms, marriage banns, record of fees)
- D. Supply invoices and record all payments for Pastoral Offices (Weddings and Funerals)
- E. Order supplies for church ministry including stationery, office, communion supplies,etc
- F. Oversee the maintenance of equipment in the Church Office and comply with any maintenance and service contracts held by the parish, (e.g. Piano/Organ Tuner and inspections, Alarm services, Fire Appliances, Boiler inspection)
- G. Assist with the purchase of office equipment
- H. Maintain record of Church pre-payment card
- I. Ensure a safe and clean working environment within the office
- J. Review and implement procedures to ensure clear, efficient and effective office operation
- K. Provide administrative support to St Barnabas Staff and Officers where necessary.
- L. Encourage, develop and manage volunteers to assist with administrative and management functions

2. Parish communications

- A. Manage all parish correspondence, including post, e-mail, and answerphone;
- B. Ensure internal and external noticeboards are kept tidy and up to date.
- C. Assist with the production of parish publications including the weekly Connect email, Order of Services, website, Facebook page.
- D. Update the Church database on ChurchSuite and keep abreast of rotas and communication.
- E. Co-ordinate occasional parish mailings, including printing and distributing Easter and Christmas leaflets.
- F. Co-ordinate production of the parish's Annual Report in preparation for the Annual Parish Meetings
- G. Assist with keeping the parish website up to date
- H. Act as first point of contact for all enquiries whether in person, or by phone, post, e-mail etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
- I. Provide administrative support to the Vicar for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

3. Administrative Support for Worship

- A. Provide administrative assistance to the Vicar and Director of Music.
- B. Ensure the accurate production of orders of service and service sheets for services including photocopying etc.
- C. Monitor rotas for worship including intercessions, readers, wardening, lay assistants for communion, sides-persons, welcomers etc
- D. Manage copyright licence applications and requirements
- E. Coordinate and advise on arrangements for pastoral services e.g. weddings, funerals, baptism (e.g., organist, vergers, hall, invoicing, baptism card, candle etc) and keep key members of staff, clergy, music team etc abreast of any changes.
- F. Support and encourage volunteers working in church premises and gardens

4. Management of premises and lettings for Church Centre and Parish Hall

- A. Manage regular lettings, including collecting and giving regular feedback to hirers/tenants, ensuring an on-going constructive dialogue
- B. Manage ad-hoc lettings, show potential hirers around, explain lettings contracts and expectations, negotiate fees, ensure no conflicts including set-up and down time with existing service or regular letting requirements
- C. Collect rental from regular and ad-hoc lettings
- D. Update, issue and enforce lettings contracts
- E. Manage and resolve any conflicts relating to the use of premises
- F. Ensure that church staff (e.g., clergy, Music Staff) are aware of bookings and lettings
- G. Ensure the premises are clean, tidy and safe for all users including ensuring recycling and rubbish collection
- H. Overseeing the cleaning contract and advising Buildings Manager of any issues
- I. Purchase sufficient materials and equipment for cleaning in liaison with the Buildings Manager.
- J. Advise the PCC on matters relating to furniture, resources, equipment etc and provide administrative support for any purchasing
- K. Promote unused space and market letting opportunities
- L. Maintain accurate records of key holders

5. Bookkeeping

- A. Processing payments, invoices, income and receipts and entering data into accounting software or databases then filing hard copies
- B. Preparing financial statements showing income and expenditure
- C. Paying invoices and tracking bank account balances
- D. Verifying the accuracy of business accounts and alerting the Treasurer of errors
- E. Recording any inconsistencies to help the Treasurer reconcile inaccuracies
- F. Developing monthly financial statements including cash flow, profit and loss and balance sheets
- G. Preparing staff wages
- H. Managing staff expense claims
- I. Helping the Treasurer with administrative duties and preparing yearly accounts

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Vicar.

General information

- The post holder will be required to comply with the PCCs policies and procedures.
- The PCC has a no smoking policy. Staff are not permitted to smoke on the premises (Premises include Church, Centre, Hall and immediate surroundings).
- The post holder will promote the PCCs Health and Safety work policies and ensure that these are implemented effectively within the area of responsibility.
- This job description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the PCC.
- Other activities commensurate with this job description may from time to time be undertaken by the post holder.

Person Specification

Requirement	Essential or desirable?	How assessed?
Qualifications <ul style="list-style-type: none"> • degree or diploma 	Desirable	Via CV
Experience <ul style="list-style-type: none"> • experience of working in similar role • experience as a team or project leader, supervision of staff or volunteers • experience of church ministry/mission • experience of premises management • general accounting/payroll experience • experience of accounting software 	Essential Desirable Desirable Essential Essential Essential	CV and interview Reference and interview CV and interview
Knowledge of church worship/ministry knowledge of Church of England, worship, structures and ministry	Essential Desirable	CV and Interview

<p>Skills and competencies</p> <ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral • strong attention to detail • general office and clerical skills • confident IT skills • strong planning skills with ability to work autonomously and manage workload • excellent organizational skills • ability to work flexibly 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>All via CV and interview</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> • sensitive listener • experience of dealing with matters of confidentiality, sensitivity with compassion • ability to make decisions and take initiative • motivated to deliver high quality output • ability to manage the unexpected • enjoy learning and new experiences 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Via References and interview</p>