

Christ our Hope Parish Administrator

Role Description



Employer: Initially Christ Church Norris Green PCC, but once established, Christ our Hope Liverpool PCC – see note at the bottom about TUPE arrangements.

Salary: £10,483 (24,570 pa full time equivalent based on 37.5 hour week, £12.60 per hour)

Full/Part-time: 16 hours per week

Holidays: 5 weeks plus bank holidays (pro rata for part time staff)

Fixed period: Permanent

Office Base/workplace: to be confirmed, but within an office in a COH church (possible home working negotiable once candidate is established in role)

Accountable to: Initially Team Rector (designate), in time to Support Services Manager

Introduction

We are currently 9 Church of England parishes working towards becoming one larger single parish, with more effective administration and support structures to support local churches, enabling them to focus on local ministry and mission. Our vision statement is *growing Christ centred communities that enable everyone to flourish*.

We are currently working towards this structural change and plan to bring the parishes together in the months ahead. Once the churches come together as a new parish, we will be known as the Parish of Christ our Hope, Liverpool.

This is an exciting and challenging role for someone who knows and loves the Church and wants to help her move forward for a sustainable future.

Job Summary

This role is a next step towards the setting up of a parish Support Services Team, in time, to be made up of a small staff team and volunteers. In this phase, the role holder will work closely with the Team Rector (designate) in order to provide general administration to support the effective running of the emerging new parish.

The main responsibilities will include carrying out administrative tasks, developing and implementing streamlined processes thus relieving the administrative burden currently shouldered by individual parishes, and so free people up for mission and ministry. This will entail positively handling a variety of diverse tasks in an organised and efficient manner. As well as investing in people, the parish will be supported with appropriate technology and software solutions.

This is a new role and as such may be subject to change as new initiatives emerge and develop over time.

Main Responsibilities:

To provide:

- effective administrative support for the Team Rector (designate).
- an initial contact point for all parish general enquiries (via telephone, email, letter, social media or personal call) and re-direct as necessary to the relevant people (clergy, paid employees, volunteers).
- establish and maintain a current parish diary
- administrative support initially for funerals and developing to support weddings (banns) and baptisms and utilising ChurchSuite* to develop a data base for follow up and invitations.
- undergo training as appropriate, especially in the use of bespoke software packages (as highlighted by*).
- efficient administration and shared file systems, developing the use of, for example, Microsoft 365 including SharePoint.
- support to churches in ensuring buildings compliance, including scheduling and prompting regular checks, running tender processes for potential providers of services and developing a list of recommended tradespeople.
- administrative support for Safer Recruitment
- assistance with book-keeping using My Fund Accounting Online*
- supporting the parish communications team. Ensure high quality communications
- to be responsible for overseeing the maintenance of effective (electronic and paper) filing systems for all designated areas of work
- develop procurement process to get best value for churches for consumable items
- general administration duties as required.

General

- Take responsibility for your own health and safety.
- Comply with Diocesan safeguarding policy.
- Undertake any training as required.
- Comply with General Data Protection Regulations.

Who we are looking for:

We are looking for somebody who will bring the relevant skills, experience and confidence to shape and fulfil the responsibilities of the role. It's essential that the person is sympathetic to the Christian faith and able to support the ministry and mission of the parish.

We need someone who thrives when working in a team, who is a self-starter and able to prioritise and manage their own workload. You will work alongside local church leaders, Fit for Mission diocesan team and in time, others in Support Services.

In terms of personal qualities you will be someone who:

- has strong organisational skills and exceptional attention to detail
- is emotionally intelligent and self-aware

- can maintain confidentiality
- is able to work autonomously and within a team
- can be pragmatic and enjoys finding practical solutions
- has an ability to build strong relationships
- has excellent communication skills
- will deliver on expected outcomes
- has excellent time management skills

If this sounds like you, we invite you to apply for this exciting new opportunity, to shape and strengthen our parish, and developing excellence and contributing to our overall success.

What we can offer you

- a flexible working arrangement
- opportunities to work part of the time from home
- rate of pay that is above the real living wage
- generous holiday allocation
- appropriate training
- a supportive and collaborative working environment
- opportunities to connect into a network of parish administrators
- scope to be involved in shaping the Support Services Team and supporting churches into new ways of working
- opportunity to contribute to fulfilling the Parish vision *growing Christ centred communities that enable everyone to flourish*

Person Specification

The successful candidate will need to demonstrate that they meet the following criteria which are either essential or desirable requirements for the job unless otherwise specified.

Each of the following criteria will be assessed via: (a) application form; (i) interview

	Essential criteria	Desirable criteria
Qualifications	Minimum of 5 GCSE (or equivalent) passes with good passes in English language and mathematics	Secretarial/administration qualification
Experience	Proven administration skills (a/i)	Book-keeping experience Administrator experience in a church (voluntary or paid) Negotiating with trades and retailers

Knowledge and skills	<p>Excellent verbal and written communication skills (a/i)</p> <p>Ability to handle a range of diverse tasks and prioritise according to demands (a/i)</p> <p>Excellent organisation skills with an ability to work to deadlines</p> <p>Experience and confidence in using Microsoft 365 packages particularly SharePoint, Word, Excel (or similar) (a/i)</p>	<p>Familiarity and use of social media (Facebook /Instagram) (a)</p> <p>Website management (a)</p> <p>ChurchSuite (a)</p>
Personal qualities	<p>Flexible work approach</p> <p>Ability to deal with a wide range of people, to quickly build rapport and act with patience, sensitivity and tact</p> <p>Approachable and dependable</p> <p>Ability to use own initiative</p> <p>Working as part of a team</p>	
Work related circumstances	<p>To have an understanding of, and be in sympathy with, the Church of England</p>	<p>Some knowledge of the Church of England structures</p>

Change of employer note: Under the Transfer of Undertakings Protection of Employment rights (TUPE) guidelines, the postholders employment will move from Christ Church PCC to Christ our Hope PCC in the future.

This post will be recruited in line with the Parish Safer Recruitment process.

Closing Date for Applications: Friday 24th May 2024

Interview Date: Thursday 13th June 2024

For an informal chat for further information, please contact:

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