



Parish Office  
Christ Church  
Kings Cross Lane  
South Nutfield  
Surrey RH1 5NG  
Tel: 01737 821371  
[parish.office@cc-nutfield.org.uk](mailto:parish.office@cc-nutfield.org.uk)



## Job Description

Job Title:	PARISH ADMINISTRATOR
Salary:	£11,700 per annum
Pension:	Christ Church South Nutfield is registered with NEST (National Employment Savings Trust) pension scheme. You will be offered the opportunity to opt-in to this scheme
Place of work:	Parish Office
Reports to:	Vicar and Church Wardens
Days/hours:	16 hours/week, 9am-1pm Monday - Thursday

## Purpose of job

- To provide efficient and professional administrative support to the Vicar and Church Wardens
- To organise and implement procedures for the efficient day-to-day running of the Parish Office
- To administer bookings for the Parish Centre
- To be one of the key Safeguarding Officers for Christ Church

## **Key responsibilities:**

### 1. Service delivery

- First point of contact for enquiries concerning church matters from internal and external stakeholders
- Administration of the booking and payment for Parish Centre facilities
- Maintenance of Parish records and registers, filing system, database and Parish archive
- Maintenance of Parish diary and appointments
- Updating of notice boards and circulation of information to relevant stakeholders
- Co-ordination and provision of relevant personnel for Baptisms, Funerals and Weddings and liaison with external stakeholders

### 2. People

- Liaise on behalf of Vicar and Church Wardens with: Chair and members of Parochial Church Council (PCC), Bishop's Office, Rural Dean, Church Centre users, Christ Church Safeguarding Officers, Funeral Directors, contractors and service providers, parishioners and visitors, as required.
- Oversee volunteer assistance in the Parish Office
- Meet and greet and correspond with Christ Church centre users
- Keep detailed invoice for all Christ Church centre users, and send out invoice and receipts every two months

### 3. Communication

- Effective use and response to email and telephone
- Production of weekly Church Newsletter – 'The Seed'
- Printing and supply of monthly 'Pew News'
- Correspond in writing as required
- Ensure confidentiality is maintained at all times
- Daily answering of all emails
- Ordering and payment of stationery items
- Communicate with church associated groups (e.g. Sunflower) regarding needs (coffee, table layout, hire) etc.
- Produce yearly Parish Office Administrator report
- Communicate with Ukrainian Orthodox church regarding services and donations

- Correspond with local school and local churches regarding services, provisions, end of term Bibles etc.

#### 4. Problem solving/innovation

- Ensure deadlines for the production of service materials are met
- Raise issues of concern and seek solutions in conjunction with Vicar and Church Wardens
- Liaise with Church Wardens and Fabric Committee concerning Health and Safety matters
- Liaise with baptism team, safeguarding, etc
- Member of Safeguarding team, reporting on any issues related to safeguarding.

#### 5. Planning/organising

- Liaise with clergy, lay preachers, intercessors, helpers, and wardens to produce Church Service Plan and rotas; circulation to all those involved as required
- Update Church Service Plan daily as needed
- Provide information to all regarding 'special' services
- Liaise with public regarding baptisms, funerals, garden or remembrance, weddings etc and keep detailed emails
- Provision of Service sheets
- Provision of Orders of Service for special services in conjunction with Vicar and Church Wardens
- Ordering and maintaining stationery and equipment and liaison with Church cleaner for ordering of cleaning supplies
- Keep updated the first-aid supplies, including injury book
- Keep detailed books and records of deaths, marriages, baptisms etc and send out appropriate forms.
- Send monthly forms of income to diocese
- Liaise money issues with treasurer
- Keep detailed diary of events for centre and church
- Update and maintain the church database, including data entries of children's groups and adults, the Electoral Roll annual role and new members
- Maintain Church Terrier

#### 6. Building Fabric

- Identify and/or pass on maintenance issues including lighting, heating and equipment problems
- Liaise with Church Wardens, Steering, and Fabric committee, including for the Quinquennial inspections, Archdeacon's visits, contractors and service providers
- Assist with obtaining quotes for maintenance work, liaise with contractors regarding suitable timings
- Send out works orders
- Maintain and update maintenance file
- Arrange yearly testing of items such as PAT, organ tuning (bi-annually), boiler servicing etc
- Daily inspection of premises, reporting any problems/issues

## 7. Other items

- Ensure confidential records are stored in a safe and secure manner
- Signatory for Parish cheques
- Keep files on safeguarding and liaise with safeguarding team
- Post – file, respond, and organise post
- Meeting with Revd. Len every Wednesday to update
- Keep accounts and records of all monies received from services, fund raising, etc. Arrange meeting with Mr. K. Rolaston to hand over monies received weekly.

- **Person Specification**

Essential

- Strong IT skills with a good understanding of Microsoft Office software to include Outlook, Outlook Calendar, Word, Excel, and database entry.
- Minimum of two year's relevant experience in office administration and/or NVQ or equivalent at Level 3 in Business Administration or IT.
- Excellent communication skills both verbally and in writing, with good presentation skills and a high attention to detail.
- Strong organisational skills and ability to plan ahead
- Ability to lone work
- Ability to manage pressure and conflicting demands and prioritise tasks and workload
- Tact, discretion and respect for confidentiality
- Reliability and honesty
- Ability to delegate effectively

Desirable

- Flexible approach
- Commitment to Church of England and a genuine interest in the Church family at Christ Church, South Nutfield
- Ability to work as part of a team
- Good time keeping skills
- Training in health and safety, first aid