



St Chad's Church, Patttingham with Patshull

Registered charity number 1151604

Parish Administrator

Job Description

The purpose of this post is to provide reliable, friendly and effective administration support to the Vicar of St Chad's Church, Patttingham.

The Church has an active role in all aspects of village life and is part of the Diocese of Lichfield within the Church of England. The life of our parish community includes weddings, baptisms and funerals, Sunday services, activities for all ages, looking after our buildings, and occasional fundraising. There are plans to modify part of the Church to open it up to wider community use. This will impact the Parish Administrator in terms of the management of that space.

Areas of responsibility include:

- Responding in a kind and welcoming manner to all phone-calls, emails and post irrespective of their source.
- Coordinating with the Vicar.
- Updating and developing the Parish social media accounts.
- Preparing, formatting, and printing documents, including occasional worship sheets.
- Maintaining church duty rotas.
- Verifying ID for DBS checks and maintaining a register of safeguarding training in conjunction with the Parish Safeguarding Officer.
- Responding to enquiries from the general public and those linked with the Parish already.
- Providing administrative support for weddings, funerals, baptisms, and bookings.
- Supporting the treasurer with some booking tasks as required.
- Coordinating with others on tasks to support church life and mission.
- Communicating with funeral directors etc.
- Supporting the vicar with her diary, regular tasks and correspondence.

REVIEW OF DUTIES

This list of responsibilities is not intended to be exhaustive and is subject to regular review in consultation with the Vicar and any nominated Church officer. Training will be provided. The successful applicant will work closely with the Vicar. One of the PCC members will also be designated to offer support as required.

Summary of Main Terms and Conditions:

- 10 hours per week, worked over at least 3 days.
- Pay of £15.00 per hour, paid in arrears by BACS and reviewed annually.
- There will be a six-month probation period.
- The Parochial Church Council will be the employer and the Vicar will be the line manager.