**Parish Administrator, St Peter’s Church, Chorley**

*Could you be part of our small, friendly and supportive team at St Peter’s Church as our new part-time parish administrator?*

**Role**

We are seeking a reliable, capable, flexible and personable parish administrator to come and join St Peter’s Church on a part-time basis to support our ministry. The purpose of the role is to supervise and facilitate the day-to-day administrative operations of the church in close co-operation with the acting incumbent, as well as the PCC and volunteers who support and organise church and parish events and services. The post will be key to the growth and ministry of our parish through effective, organised and streamlined administration that frees up our clergy and volunteers in the work they carry out.

The post-holder will need confidence and proven organisational, financial, communication and interpersonal skills. As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do, and the post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

The post holder will have access to a work laptop, printer and mobile phone, and will form part of a small, friendly, supportive and encouraging team consisting of the curate-in-charge, priest-in-charge, church wardens and volunteer youth worker, as well as wider support from our congregation and PCC.

**Context**

St Peter’s Church was built in the early 1850s to meet an increasing demand for a church on the north-eastern side of Chorley. It currently serves a population of approximately 7500, many of whom fall below the poverty line, with small but growing congregations across the breadth of our weekly services. The pandemic saw the hiatus of many of the groups and services we were previously able to offer, including our youth group, our toddler group, and many of our community initiatives, due to understaffing and a lack of resources.

In 2021, the difficult decision was made to sell our much-loved parish club to allow for the much-needed restoration and care of our church building, to rebuild our community, and safeguard the integrity of the church for generations to come. We have just begun a brand new fortnightly youth group, and we lease our hall building out for use by local community groups, charities and private hires. At present, we are looking to reorder the rear of church to improve the hospitality and utility of our spaces. It is an exciting time to be a part of the work at St Peter’s Church as we explore the ways God is calling us to grow as a church and serve our community.

**Location:** Hybrid, work from home or on-site; flexible, to be determined by arrangement.

**Hours:** 12 hrs per week, with scope to increase to 15. Timings to be determined by arrangement. *Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend events (or specific overtime may be agreed in advance).*

**Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £10.23/hour paid monthly in arrears by direct transfer. The gross annual salary will be £6383.52 pa for 12 hours, or £7979.40 pa for 15 hours. Remuneration will be reviewed annually.

The appointment is initially envisaged for a period of three years, before which there will be a review assessing long-term viability. There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. 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.

Annual paid holiday entitlement is 28 days (pro-rata) including bank holidays. Leave should be arranged in advance with the curate in charge, bearing in mind the particular demands of preparation for major church festivals.

The curate-in-charge will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the curate-in-charge (or Churchwardens acting on behalf of the incumbent) and will be paid at the hourly rate.

**Main Duties and Responsibilities**

* Monitoring of communications via email, telephone and social media
* Compilation and generation of weekly notice sheet
* Social media monitoring and updating
* Minute-taking and secretarial duties
* General website updating & public calendar management
* Offering support, where needed, to the Churchwarden and Treasurer with financial administration, petty cash, invoicing
* Managing hall hire (booking, co-ordinating volunteers for unlocking, invoicing, general co-ordination)
* Updating digital records of weddings, funerals and baptisms
* Coordinating the process of advertising events and services, in conjunction with the curate in charge
* Regular meeting with curate-in-charge for supervision & scheduling
* Any other duties which may be reasonably required, by agreement.

**Person Specification**

Candidates lacking attributes in previous experience will still be considered by their suitability in other areas in combination with their willingness to learn. An absence of experience is not necessarily a barrier to appointment for this role.

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| **Requirement** | **Essential or desirable?** | **How assessed?: Application form (AF)/Interview (I)** |
| **Qualifications**   * degree or relevant diploma | Desirable | AF |
| **Previous Experience**   * experience of working in similar role, or willing to learn * experience of church ministry/mission * experience of premises management, or willing to learn * general accounting * experience of accounting software | Essential  Desirable  Essential  Essential  Desirable | AF & I  AF & I  AF & I  AF & I  AF & I |
| **Knowledge**   * Sympathy with the aims, mission and values of the Church of England | Essential | AF & I |
| **Skills and competencies**   * excellent interpersonal communication skills (written and oral) * strong attention to detail * general office and clerical skills * confident IT skills (Excel, Office Suite, Cloud) * strong planning skills with ability to work independently and manage workload * money handling and accounting * excellent organisational skills * capacity to work flexibly | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | AF & I    AF & I  AF & I  AF & I  AF & I  AF & I  AF & I  AF & I |
| **Personal Attributes**   * understanding of, and ability to maintain, strict confidentiality when required * able to navigate pastoral issues with compassion and sensitivity * ability to make decisions and take initiative * motivated to deliver high quality output * ability to manage the unexpected | Essential  Essential  Essential  Essential  Essential | AF & I  AF & I    AF & I  AF & I  AF & I |

**Application process**

The appointment process will be carried out by application followed by shortlisting and interview. Any successful appointment is subject to satisfactory references. The person appointed will be required to undertake relevant safeguarding training.

If you wish to apply for this post, please send your CV, with a covering letter outlining why you think you are suited to this post, to:

*The PCC of Chorley St Peter c/o the Rev’d Rebecca Feeney*

*St Peter’s Vicarage, Harpers Lane, Chorley PR6 0HP*

Alternatively, applications can be mailed electronically to

*chorleystpetersvicar@gmail.com*

**Timeline**

Closing date: 9am, Monday 30th October

Shortlisting: Afternoon of Monday 30th October

Provisional interview date: 10am, Tuesday 14th/Wednesday 15th November

Proposed starting date: By arrangement with successful applicant; provisionally (if a period of notice is not required) 4th December 2023

If you need to contact us for any reason, or have any queries, please feel free to be in contact by email [chorleystpetersvicar@gmail.com](mailto:chorleystpetersvicar@gmail.com) or by telephone 07970 557801. We hope you will consider applying for this post, and we look forward to hearing from you!