



## Job Description – Parish Administrator

We are looking for a gifted, experienced and skilled Parish Administrator to join Bedworth Parish on a flexible, part-time basis to support our mission and ministry.

The purpose of the Parish Administrator is to work with the Team Rector and staff team to administer the day to day operations of Bedworth Parish; to work with leaders of different ministries connected with Bedworth Parish to ensure they are efficiently run, suitably resourced and effectively scheduled. This will involve being a part of the staff team ensuring that it implements vision well and to discover how people can use their gifts and talents to enable the church to thrive and grow.

As a faith-based charitable organization and place of Christian worship, our beliefs are foundational to everything we do. There is an operational requirement that 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 as part of their job.

Along with our Team Rector and staff team, this post is key in enabling growth in the ministry and mission at All Saints and St. Andrews. As well as providing effective administration and co-ordination of day to day operations within the churches, the post-holder will be expected to be a key face and voice of the church to the wider community, allowing us to bless and serve our local community in Bedworth.

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 organisational, financial, communication and interpersonal skills.

### **Bedworth Parish**

In God's love, we seek to be an open Christian community where everyone of every age is welcomed and valued. Our mission as Bedworth Parish is fourfold.

- Worshipping God
- Making New Disciples
- Transforming Communities
- Being Family

For more information about our vision and values please read our vision and values page of our [website](#).

### **Background**

Paul a missionary leader in the very early church wrote to the church in Corinth outlining the need for churches to have people with the spiritual gift of administration. This unique term has been translated from the Greek word *Kubernesis* which referred to a shipmaster or captain. The literal meaning is "to steer," or "to rule or govern." It carries the idea of someone who guides and directs a group of people toward a goal or destination. With this gift the Holy Spirit enables people to organise, direct, and implement plans to lead others in the various ministries of the Church. This gift is closely related to the gift of leadership, but is more goal or task oriented and is also more concerned with details and organization.

Paul uses the analogy of the church being like a human body, which is made up of many parts. Like a human body with all the parts being equally important (the eye cannot say to the ear that it is more important, both are needed) so it is with spiritual gifts for the effective leadership of the church. Therefore it is expected that that administrator would play a key role in the leadership of the church.

Administration is essential to grow Bedworth Parish. Jesus warned us that we need to be well planned. In Matthews gospel Jesus is recorded as saying 'Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?' It is essential for there to be planning in undertaking any event. It is those with the gift of administration that led the team in fleshing out the detail of a plan and making sure it is achievable. Because we are a body made up of many parts it is essential that the office manager can encourage all members of the community to be involved

Bedworth Parish needs somebody with the gift of administration to work as part of the staff team to steer the church towards its God-breathed vision.

**Accountability** - The post reports to the Team Rector of Bedworth Parish.

**Employed By** – The Parochial Church Council of Bedworth Parish

#### **Location and Hours**

The role will be based in the church office of All Saints Church, CV12 8NH, though flexible working arrangements would be considered. The role is initially scoped for 20 hours a week with the requirement for some flexibility for the post-holder to attend occasional evening or weekend meetings. This role is newly created and there will be flexibility to ensure it suits the successful candidate. Funding for the role is for 5 years.

#### **Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment. The salary will be £9.50/hour paid monthly in arrears by direct transfer. The gross annual salary will be £9880. This salary equates to a full-time annual salary of £18278. Remuneration will be reviewed annually in January.

Access to a stakeholder pension scheme is available after three months' continuous service. Further details are available on request.

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 5 weeks pro-rata (equivalent to 7.5 days for 12 hours per week). Leave should be arranged in advance with the Rector or Team Vicar, bearing in mind the particular demands of preparation for major church festivals and activities.

The Team Rector will review regularly with the post-holder the duties and responsibilities and discuss development, common concerns and opportunities for training. Any Time in Lieu or overtime needs to be agreed in advance with the Team Rector and will be paid at the hourly rate.

## **Key Responsibilities**

Provide operations co-ordination and leadership support -

- a) Work with those leading ministries in the parish to ensure they are efficiently run and suitable resourced
- b) Work as part of a team to co-ordinate everything that happens across the parish.
- c) Work with the whole staff team to ensure that the growth of mission and ministry at Bedworth Parish is sustainable and effective.
- d) Lead on the implementation of technology to support effective working, communication and co-ordination.

## **Office Management and General Administrative Services**

*We are looking for our Parish Administrator to be highly organised, efficient, and composed in the face of deadlines and a busy church life.*

- a) Maintaining parish records and registers, making returns to the Diocese when required.
- b) Filing and maintaining good order in the Office.
- c) Issuing keys for the church and maintaining appropriate records of this – liaising with third parties about hire of the church.
- d) Proactive upkeep of all certification and documentation relating to areas such as insurance, appliances, utilities etc. in collaboration with Buildings Team.
- e) Ordering supplies of stationery and materials and ministry of the parish.
- f) Financial administration such as ensuring supplier invoices are authorised for payment.
- g) Paying cheques into the bank.
- h) It may be necessary in the future for the Parish Administrator to undertake some basic bookkeeping – training would be provided.

## **Communication and Publicity**

*We are looking for our Parish Administrator to assist our mission and outreach through the production of good quality printed materials and positive communication with the parish.*

- a) Preparation of weekly emails, notices, orders of service and other documents as may be required
- b) Updating of noticeboards
- c) Maintaining the parish directory (Churchsuite) and website.
- d) Communicating with the parish across a range of social media platforms.

## **Support for Event Management and Fundraising**

*We are looking for our Parish Administrator to help us bring people together for events and services, and support us in managing the logistics of fundraising events through the year.*

- a) Liaising with the Team Rector and staff team about practical arrangements for events and services.
- b) Administratively supporting our fundraising aims and activities, whether for specific projects or general church funds.

These duties and tasks may be reviewed and varied from time to time.

Things are growing and evolving rapidly across the parish and there may be other duties and responsibilities needed in the future. These will be identified by the Team Rector and be within capabilities and level of responsibility of the Operations co-ordinator and administrator to meet the needs of the Church.

## **Skills**

The Operations co-ordinator and administrator should have the following skills:

- a. Excellent organisational skills, ability to multi-task and organise others
- b. Excellent oral and written communication skills
- c. Ability to filter information and assess priorities
- d. Attention to detail and deadlines
- e. Disciplined and diligent with their time, keeping a healthy work life balance.
- f. Proficiency with the keyboard and IT applications (Outlook, Word, Excel and PowerPoint)
- g. Able to develop their personal God given gifts and talents as well as others

- h. Ability to exercise discretion in dealing with confidential or sensitive matters
- i. Confident and able to work on their own initiative and with limited supervision
- j. A familiarity with, and an ability to perform in accordance with, the mission, vision and values of Bedworth Parish

### **Applications**

Applications forms are available on-line or from Bedworth Parish Office. Please send completed application forms to the Parish office, All Saints, High Street, Bedworth CV12 0GG or [office@bedworthparish.org](mailto:office@bedworthparish.org). The closing date is 28<sup>th</sup> June 2021. Interviews will be held on 8<sup>th</sup> July 2021. The appointee will be subject to DBS checks. We prefer for communications to be via email. We commit to pray for all those who submit applications and we will be seeking God's guidance every step of the way.