



Parish Office Manager – Role Description and Person Specification

Job details

Hours worked: 12.5 per week, hours each day by arrangement but the office normally to be open weekdays between 0930 -1200. We would be open to a job share.

Contracted to: Parish of Great Missenden with Ballinger and Little Hampden Parochial Church Council

Reporting to: Vicar

Benefits: Remuneration depends on skill and experience but in the range of £11-13 per hour. 25 days leave in addition to bank holidays. Free car parking while at work.

Who we are

We are a friendly, welcoming Church of England Parish in the heart of the Chilterns, led by the Rev'd Canon Rosie Harper. We have three Churches: St Peter and St Paul Great Missenden, Little Hampden Church and St Mary's Ballinger. We are a diverse community with a thriving Junior Church programme and lots going on including house groups and coffee mornings. Find out more at www.missendenchurch.org.uk

Purpose of the Post

To provide a reliable and effective administration for the mission and ministry of the parish

Those you work with

The postholder works independently and is accountable to the Vicar. Other key relationships are with the staff team and clergy, lay reader, church wardens, PCC secretary, finance team, director of music and volunteers. This post is based at our parish office in central Great Missenden.

Summary of Main Responsibilities

Communication

- Be a warm and helpful first contact for all visitors
- Lead on and facilitate effective and positive communication with all who live, work, worship or learn in the parish in line with our mission to help one another to know, serve and share God's love
- Enable effective and positive communication within the parish, with other churches locally and within Deanery and Diocesan structures
- Design posters and online publicity for church events, initiatives and mission
- Monitor and help update and develop the church website, in collaboration with the communications team
- Manage our social media and provide creative communication as part of a team (currently Facebook and Instagram)

Administration & Finance

- Ensure effective administrative systems, procedures and records are maintained and understood by all who need to use them.
- Work with the church leadership team to flag and anticipate parish needs, identifying and initiating improvements where appropriate
- Specific responsibility as the Parish GDPR controller
- Offer general administrative support to the leadership team of clergy and church wardens including coordinating rotas and diaries including implementing the new web-based diary and rota system
- Manage the correspondence, resources and recording associated with baptisms, weddings and funerals in conjunction with the relevant teams
- Manage bookings and payments for the use of church premises
- Act as the Approved Parish Representative for applications to the Disclosure and Barring Service
- Hold the office petty cash, and invoice, receive and pass on church fees to the Treasurer
- Manage the Accident Book

Person Specification

Essential Personal Qualities

- The ability to relate appropriately and sensitively with a wide range of people, demonstrating that we are an inclusive community
- Well organised: able to cope with varied record formats and data sources
- Adaptable – the ability to cope with interruptions and the unexpected
- Pro-active – a self starter
- Ability to maintain confidences and appropriate boundaries
- Be in sympathy with the ethos of an Anglican Church

Essential Knowledge and Skills

- Effective communication skills
- Ability to prioritise and manage deadlines
- Confident and experienced with a wide range of software (currently we use MS Word, Excel, Outlook, Publisher, Canva.com, and Church Insight web technology)
- Ability to update websites and social media

Desirable Knowledge and Skills

- Experience of volunteering/working with volunteers
- Empathy with or understanding of church structures
- Experience in administrative systems
- Experience of working independently with minimal supervision
- Experience of website and social media management
- Knowledge of GDPR and other relevant legislation
- Knowledge of current safeguarding best practice and procedures
- Design skills
- Marketing skills