



## The Parish of Great St Bartholomew

West Smithfield, London EC1A 7JQ

T: 020 7600 0440

W: [www.greatstbarts.com](http://www.greatstbarts.com)

## Job Description

**EMPLOYER:** The PCC of the Ecclesiastical Parish of Great St Bartholomew

**JOB TITLE:** Church Manager

**RESPONSIBLE TO:** The Rector

**RESPONSIBLE FOR:** The administration of the parish

**WORK PATTERN:** Monday – Friday, 10am-5pm, 30 hours per week

**SALARY:** circa £25,000 depending on experience

*Note:* This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

### Job summary

The rôle combines being PA to the Rector, supporting him in his ministry at Great St Bartholomew's, with being the administrator of the parish.

## Principal Duties and Accountabilities of the role

### *PA to the Rector*

To support the Rector in his role as Parish Priest:

- Dealing with correspondence – drafting letters, papers, meeting reports, and other documents as required, ensuring the highest quality of presentation at all times.
- To manage the Rector's diary effectively in consultation with others.
- Take responsibility for the planning, maintenance and dissemination of electronic diaries to manage the church's resources and the activities of the relevant individuals.
- Professional and effective liaison with contacts, acting as the Rector's representative when required.
- Compile and manage invitation lists as required.
- To maintain the absolute confidentiality of the office.

### *Parish administrator*

- Manage the day to day running of the Priory Church and The Less; this includes line management of door staff, volunteers, and other employees working from time to time for the church.
- Ensure that accurate and effective office systems are established and well-maintained.
- Ensure timely attention to enquiries and requests, whether via digital communications, telephone, or post, and, as appropriate, ensure their conversion into bookings for the services of the church or for events management.
- Maintenance of a well-ordered online filing system.
- Ensuring the goods and services needed for the church and office are ordered, up to the level determined by the PCC
- Drafting hire contracts
- Drafting faculty applications

#### *Liturgical administrator*

- Proactively co-ordinate all aspects of arranging and organising large services and ensure that all appropriate parties are kept well informed of requirements.
- Preparation of orders of service
- Preparation and distribution of weekly news sheet
- Design flyers and posters and social media material
- Assist in preparation of the liturgical calendar
- Prepare external noticeboard publicity
- Work with vergers to produce seating plans
- Maintain timetables for special services

#### *Online presence co-ordinator*

- Assist the Rector with the church's social media presence.
- Manage and update the church's website
- Send the weekly newsletter

The postholder may be required to undertake any other duties that are commensurate with the role.

This job description is not contractual and may alter from time to time.

## **Person Specification**

#### *Essential*

- Excellent administration skills.
- Effective organizational and time management skills along with great attention to detail.
- Experience of using social media, especially Facebook, Twitter, and Instagram.
- Demonstrable experience of website management.
- Demonstrable IT skills including the use of Microsoft Word, Excel, Outlook and Internet Explorer.
- Excellent written and verbal communication skills. A high standard of English is essential.
- Enjoy producing high quality publicity materials and service sheets.
- Able to observe strict confidentiality and discretion where necessary.
- Able to operate with diplomacy and sensitivity.
- Be sympathetic to the Christian faith and values as expressed through the life and liturgy of the Anglo-Catholic movement in the C of E.

#### *Desirable*

- Experience of professional publishing software
- Experience and knowledge of managing GDPR issues and ensuring Parish compliance with its responsibilities under the legislation or a willingness to learn

## **General Conditions**

#### **Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve

- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Parish of Great St Bartholomew is therefore concerned to avoid discriminating against any person.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Health and Safety Responsibilities**

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act; not endanger themselves or others by any act or omission on their part, and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the parish Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

### **Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of the Rector.

The appointment is subject to confirmation after a 6-month probationary period.