**Parish of the Resurrection, Alton**

**Proclaiming the Risen Jesus**

**Steadfast in faith,**

**Active in Service**

**Parish Administrator**

Reporting to Vicar (Operational) & Mentor (day to day)

Contract: Permanent Hours: Part time – 25 hours a week

 Salary: £12 - £15 per hour

 Job sharing would be considered

The Parish of the Resurrection encompasses the churches of St Lawrence and All Saints in Alton, The Church of the Holy Rood in Holybourne and St Peter’s at Beech.

 **Role purpose**

To undertake the role of Parish Administrator & Communications Officer with the remit to ensure efficient administration of the parish and to establish & maintain communications systems which deliver excellent communication both within the parish and throughout the wider community. The success of the role is a key element of the five year strategy currently being developed.

**Job description**

**Administration**

* Co-ordinate all administrative functions of the parish.
* Be responsible for a team of volunteers who undertake reception and admin tasks, including recruitment, training and rostering and who, with the Parish Administrator form a strong welcoming first point of contact for the parish.
* Oversight of the finance systems for the parish
* Be responsible for overseeing the administration for baptisms, weddings & funerals.
* Complete all appropriate legal reporting to the Diocese of Winchester including annual & occasional statistics.
* Ensure all office & Church supplies are ordered in a timely manner.
* Ensure systematic filing is maintained for all documentation.
* Create and maintain the parish database.
* Ensure compliance with General Data Protection Regulations.
* Be responsible for ensuring all office & AV equipment is maintained,
* Attend meetings as appropriate
* Be responsible for all safeguarding requirements.

**Communications**

Be responsible for all aspects of communication both within the Parish & the wider

community. Including

* Development & ongoing maintenance of the website
* Development & use of social media
* Design of postcards, posters etc for events, sermon series etc.
* Contact with local press, Town Clerk & other local bodies
* Dealing with correspondence, updating parish diary & notice boards, overseeing issue of weekly newsletter

**Person specification**

* Sympathetic to the vision of the Parish of the Resurrection & with an understanding of the Church of England
* Ability to handle sensitive information in a discrete and confidential manner
* Experience of working in a collaborative team in administration
* Preferably experience of working with volunteers
* Willingness to independently manage areas of responsibility and exercise judgement within agreed boundaries
* Ability to work efficiently & effectively & to prioritise a varied workload such that deadlines are met, e mails are dealt with promptly etc.
* Confident in us of Microsoft Office, MailChimp or similar
* Confident in maintaining website and using social media
* Competent in use of a variety of communication channels to disseminate information both internally & externally.
* Proactive

**Other information**

**Genuine Occupational Requirement**: The post holder will be a representative of the Parish of the Resurrection and as such there is a Genuine Occupational Requirement that the post holder is a Christian.

**Role location**: The Parish Centre, Vicarage Hill, Alton GU34 1HE

**Working pattern**: 5 hours a day, Monday to Friday

**Reporting to**: Vicar & Mentor

**Training:** Appropriate training will be provided

**DBS** is required

**Please apply in writing to The Vicar by e mail to andrewmicklefield@gmail.com, or by mail to The Parish Centre, Vicarage Hill, Alton GU34 1BW including a CV, a covering letter explaining your interest in, and suitability for the role, together with contact details of 2 referees, one to be your current or last employer.**