

Parish of Girdlington, Heaton and Manningham

Job Description: Parish Office Manager
Location: Parish Church Office
Line Manager: Vicar of Girdlington, Heaton and Manningham
Hours: 21 hours pw worked flexibly with some evening duties occasionally
Salary Scale: £ 31,785 pa pro rata = £17,800 (plus optional 8% pension contribution)



Background.

The Parish of Girdlington, Heaton and Manningham is an exciting place to work. In 2018 the four churches in Girdlington, Heaton and Manningham united to form one parish engaged in mission. Since the COVID lockdown we have begun worshiping as one congregation with a plan to create new congregations in our other 3 buildings. We are an active body of people of different cultures, skills and life experiences seeking to serve God and share the good news of Jesus Christ in our inner-city parish, sharing life together, serving in practical ways in our communities and engaging in prayer and worship. We are currently a staff team of 2 vicars, a Pioneer Minister, a curate and a community worker.

Aim of the role:

- To have oversight of operational areas, including financial, staffing, buildings and facilities management, office management and logistics. This will ensure the smooth running of the life and ministry of the churches in the parish.

To be a welcoming first point of contact for people, representing the public face of the parish on the telephone, on line and face to face.

To work collaboratively with the leadership team, liaising with others to ensure integrated working across the parish.

Range of Duties

Office

To lead the day to day running of the church office in cooperation with the leadership team

to provide efficient general administrative support such as photocopying, filing, word processing, desk top publishing services.

to deal with incoming telephone calls and email and assist with incoming correspondence.

to communicate by letter, e-mail and telephone with people on behalf of the Vicar.

to assist in managing appointments in the church diary and the staff diary.

to ensure completion of official returns.

to maintain a comprehensive filing system for paper records that enables ready access to correspondence and information.

to maintain an effective and accessible system for storing electronic data-folders, sub-folders, etc.

to be responsible for the church database, ensuring that the church is compliant with data legislation.

to take minutes of meetings, distributing agendas and supporting papers as and when required.

to ensure that financial systems are implemented.

to order items for the office and churches as necessary.

As Data Protection Officer for the Parish, accountable for the General Data Protection Regulations (GDPR) and for ensuring that the Privacy Notice, policies and procedures are documented and in place.

to oversee the planning for and administration of the Annual Parochial Church Meeting (APCM).

Undertake any other duties that may reasonably be required, as directed by the Vicar.

HR

- Accountable to the Vicar and PCC for staff terms and conditions of employment and remuneration policies and procedures.

Finance

- Authorise invoices and payments for assigned budgets.
- Oversee a clear and transparent expenses claim system for clergy and staff.
- Ensure the monthly management and statutory annual accounts are prepared and produced, in conjunction with the Treasurer.

Services and church events

- to assist with compiling and distributing rotas
- to assist with the smooth running of the weekly services and occasional offices
- to engage in the production of service orders as required
- to co-ordinate planning for special church events and services (publicity, catering, team roles, booking venues, equipment etc.)
- to assist with event planning such as parish weekends (bookings, venues, etc)
- to provide administrative support for Baptisms, Weddings and Funerals.

Communications

- to ensure that websites, and digital platforms are being used effectively.
- to oversee the publication of weekly news emails.
- to send press releases to the T&A and the Diocese e-news as necessary
- to collect/file photographs of church events for publicity.
- to produce leaflets and to oversee the design, purchasing and displaying of banners, posters and fliers.
- to maintain the administration of the church digital account.

Bookings

- be responsible for the efficient promotion and hiring out of community spaces
- Generate further revenue out of the buildings
- to take bookings via the phone, email or in person.
- to arrange with caretakers for the opening and closing of buildings.
- to manage the financial control of the bookings.
- to oversee publicity for the hiring out of public space at church and in the halls.

How to apply

For an application pack contact:

Rev Chris Chorlton (Vicar),

chris.chorlton@leeds.anglican.org

07840 312202

<https://bradfordwest.church/>

If you are shortlisted for an interview, you will be required to complete a Church of England Confidential Declaration Form. Any job offer is conditional upon receipt of an appropriate and satisfactory Disclosure and Barring Service (DBS) check, and proof of the right to work in the UK.

Person Specification: Parish Office Manager



Essential:

- Active Christian faith, passionate about the mission of our Parish
- Ability to balance large-scale and small-scale vision
- Experience of working independently as well as part of a team
- Experience of working with volunteers.
- Ability to maintain and develop efficient admin systems
- Excellent organisational, presentation and record keeping skills
- Ability to produce leaflets, provide graphics etc.
- Good attention to detail whilst able to see the “big picture”
- Very good literacy, numeracy skills.
- Very good written and oral communication skills
- Confident in the use of social media
- The ability to work on own initiative and to tight deadlines.
- A people person, with a warm friendly manner both face to face and on the phone
- The flexibility and adaptability to juggle a range of different tasks.
- A person of integrity and honesty
- Discreet and able to maintain confidentiality
- Ability to keep calm and focused in pressurised situations.
- Willing to undertake some out of hour work in the parish – flexibility around occasional weekend working etc

Desirable:

- Willing to be a member of our Church, committed to its vision and values. Or at the very least able to attend sometimes.
- Experience of working in a church setting with a good understanding of the priorities and operation of church ministries.
- At least two years' experience and a good track record of working in an Administrative role.
- Familiar with the operation of databases
- Knowledge and experience of basic accounting procedures and terms
- Awareness of up to date data protection legislation
- Familiarity with the safeguarding requirements placed on the church
- Experience in editing websites
- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint and Publisher

The information is furnished to assist applicants to understand and appreciate the work content of the post. However, it must be noted that whilst every endeavour has been made to outline the duties and responsibilities of the post, this document does not permit every item to be specified in detail and other duties may be required and may evolve as the new parish develops.
