Holy Trinity Headington Quarry

An open door between heaven and earth,
showing God's love to all

Parish Administrator

Job Description and Person Specification

Employer	**The Parochial Church Council of Holy Trinity, Headington Quarry, Diocese of Oxford**
Reports to	**Incumbent and Churchwardens**
Hours	**10.5 hours per week, worked over three days**
Salary	**£7,676 annually (£14.10 per hour)**
Contract type	**Permanent**
Location	**Holy Trinity Parish Office, The Coach House, Quarry Road, Oxford OX3 8NU**

Job purpose

The Parish Administrator supports the ministry and mission of our Church of England parish church by providing effective administrative, organisational and communication support. The postholder will be a welcoming first point of contact for parishioners, visitors and external organisations, and will help ensure the smooth running of parish life.

Key responsibilities

1. Parish office and general administration

- Manage the day-to-day operation of the Parish Office, ensuring that records, files and the working environment are well ordered.
- Respond to telephone, postal and email enquiries and forward matters to the Incumbent, other clergy, churchwardens or other contacts as appropriate.
- Prepare letters, reports, notices, forms and other documents as required.
- Order office and church supplies, maintain postage stocks, renew licences and service arrangements, and coordinate contractors and routine maintenance administration.
- Coordinate room bookings, meetings, events and other strands of parish life where required.

2. Records, systems and communications

- Maintain parish records, databases and filing systems in accordance with data protection requirements and parish procedures.

- Keep the church management software (iKnowChurch), the parish calendar and the service rota up to date, including event details and the chalice rota.
- Produce posters and other parish materials and support communication of services and events to the congregation and wider community.
- Update the parish website and social media platforms where this forms part of the agreed role.

3. Services and churchyard administration

- Prepare, print and distribute booklets and notices for weekly and other services (e.g. Christmas, Easter).
- Support the administration of baptisms, weddings, funerals, Banns of Marriage, confirmations and other church events (including raising and sending invoices) as agreed with the Incumbent.
- Prepare the relevant certificates, forms, cards and service booklets for baptisms, weddings, funerals etc.
- Produce quarterly Banns returns, liaise with funeral directors and send certificates for burial (green forms) to the Registrar.
- Administer churchyard memorial and monument applications, paperwork and payments, ensuring that applications are progressed promptly.

4. Governance and statutory administration

- Support the PCC and its committees, including preparing or printing papers.
- Coordinate reports and documents for the Annual Parochial Church Meeting (APCM).
- Maintain hard copy files of PCC minutes and resolutions, archiving these as necessary
- Collate diocesan statistics and assist with annual reports and other agreed statutory returns.

5. Finance administration

- Support the Treasurer and PCC with agreed routine financial administration, including invoices, records and Oxford Diocesan and Board of Finance quarterly returns.
- Monitor wedding and funeral payments, follow up outstanding sums and liaise with the contracted accountant about bank account and deposit queries.
- Set up payments for authorisation, check bank balances and ensure that authorised payments are made.
- Assist with donations, stewardship and Gift Aid administration where agreed.

6. Safeguarding, compliance and working relationships

- Provide agreed administrative support for parish safeguarding arrangements, which are led by others.
- Work in accordance with Church of England policies, data protection legislation and parish procedures
- Work collaboratively with clergy, churchwardens, the PCC, staff, volunteers and external contacts.
- Promote and support the mission, values and ministry of the Church of England and the parish.

Person specification

Essential criteria

- Experience of administrative or office-based work, including correspondence, records and organising meetings or events.

- Excellent written and verbal communication skills and a warm, welcoming and professional manner.
- Strong organisational and time-management skills, with the ability to manage competing tasks, prioritise effectively and work independently.
- Good IT skills, including familiarity with Microsoft Word and Excel and the willingness and ability to learn parish software systems such as iKnowChurch.
- Reliability, discretion, attention to detail and a clear commitment to confidentiality and data protection.
- Sympathy with the beliefs, aims, mission and values of the Church of England and the parish.

Desirable criteria

- Experience in a church, charity or voluntary-sector organisation and knowledge of Church of England structures and processes.
- Experience of website or social media administration, minute-taking, committee support or safeguarding administration.

General provisions

The duties and responsibilities listed above describe the post as it is at present and are not intended to be exhaustive. The postholder is expected to accept reasonable alterations and additional tasks of a similar level where necessary. Significant adjustments will be discussed with the postholder in the first instance.

All candidates are subject to a six-month probationary period. The notice period is one week during the probationary period and one month thereafter.

Appointment and safeguarding

The Parish is committed to safeguarding children, young people and vulnerable adults.

Appointment will be subject to satisfactory DBS clearance, right to work checks and references.