

Huntingdon Parish

All Saints + St. Barnabas + St. Mary's

Parish Administrator

Introduction

Huntingdon Parish is seeking to appoint a Parish Administrator to support the Vicar, Staff Team and Trustees by fulfilling a diverse range of administrative and clerical tasks.

Responsibilities

The role will support the activities of the Parish through a range of administration/clerical activities, including but not limited to:

Bookkeeping: The Parish uses the Xero accounting package. The role will enter up supplier purchase orders and raise customer invoices as required, creating accounts as necessary.

Bookings including Life Events (Weddings, etc.). The role will be the first point of contact for these enquiries, managing the contracting, management and invoicing of the bookings.

Note we support Parish Room/St Marys Church Hall/Archdeaconry Library with their bookings, and they have a manual invoicing system.

Communications: The role will support the outbound communications from the Parish via mail, e-mail, website and social media. This will include the production of regular communications, e.g. weekly what's-on e-mail, newsletters, etc. as well as ad-hoc communications. Note we are in the process of updating our website and the role will actively support this.

Diary Support: The role will support the Vicar with organising his appointments, as well as management of public facing calendars of services and events.

Filing/Records Management: The role will be responsible for the filing of correspondence and other records.

General Enquiries. The Parish receives a range of queries from the public and its community. The role will be the first point of contact for these enquiries and will manage them to resolution or handover to another member of the team.

Reporting: The role will support the team in the collection and collation of information required for reporting (e.g. Statistics for Mission).

We are continually looking at how we improve our processes and systems so there will be opportunities for the role to work with the Operations Manager on these improvements, e.g. use of products in Xero to automate invoice production.

office@huntindonparish.org

Vicarage: 01480 413095 Church Office: 07458 300614

The Parish of Huntingdon is a charity registered in England and Wales with Charity Number 1192804. The registered address is: St Barnabas Vicarage, Coneygear Rd, Huntingdon. PE29 1RQ

Attributes and Competencies

The person must be comfortable in working in a proactive Christian environment.

The person must be comfortable dealing with the public in person, by phone and different forms of electronic communication.

An ability to treat information received in strictest confidence.

Competence with Microsoft Office products (Outlook, Word, Excel) and other cloud services (e.g. Xero) would be beneficial, though training will be provided.

The role will be subject to a DBS Check.

Appointment

The role will be based in All Saints Church, Market Hill, Huntingdon, PE29 3NR with ad-hoc working at other Parish locations and the option for some homeworking.

The role will report to the Vicar with a secondary management/support line to the Operations Manager.

Occasional out of office hours working may be required (e.g. to act as Secretary to meetings that cannot be scheduled during the day). This will be compensated with Time off in Lieu.

The appointment is a permanent appointment and is for 16-20 hours per week depending on the candidate, ideally with some hours worked each day Monday to Friday subject to negotiation. The salary is £21,480 per annum, pro rata to £9,984 for 16 hours or £12,480 for 20 hours (hourly rate £12.00/hr).

The annual paid holiday entitlement is 25 days (pro-rata), excluding public / bank holidays.

The detailed terms and conditions will be contained in the Contract of Employment.