



St Laurence Church & Centre Catford

St Laurence Church & Centre: Parish Administrator

St Laurence Church and Centre is a purpose built 1968 church and community centre which for 50 years has continued to provide a wide range of services to the people of Catford. Both church and centre are well used, and much valued by the local community, a high proportion of whom will attend an event here, whether in church or in the centre, over the course of a year. (Estimated footfall about 40,000 per annum). The building was listed (Grade II) in 2011.

The Church comprises the main church (seating around 350), a small chapel (seating around 40), a narthex and a number of ancillary rooms. (Electoral roll: just over 200 adults).

The Centre consists of a large hall (seating c. 200), commercial kitchen, three ancillary rooms including a youth room, (two with their own severies), and three offices. All rooms and offices are available to the public for hire, and are well maintained. The site also includes a vicarage and four flats, of which two are occupied by parish staff.

Staff currently employed include the Parish Administrator, a resident caretaker, a number of relief caretakers and cleaners, and a book-keeper. In addition, a considerable number of volunteers perform different roles within the church and centre. The parish also employs a Director of Music and an Organist.

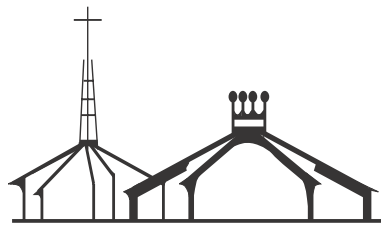
The Church and Centre are the responsibility of the Parochial Church Council, an elected legal body chaired by the Vicar of the parish. The PCC has a number of subcommittees; the Centre Management committee is responsible to the PCC for the efficient running of the Centre, and is chaired by a PCC member who reports back to the PCC; the Parish Ministry team, comprising the clergy (Vicar, Curate, three retired clergy), two Readers, a Pastoral Auxiliary and the Administrator are responsible to the PCC for the pastoral oversight of the congregation and planning liturgies. The administrator is a member of both of these. The Vicar is line manager for the administrator.

The Administrator post is an interesting and varied role that covers resourcing both Church and Centre with their different demands, and managing volunteers and paid staff, and would suit someone who enjoys working with people in different roles as well as being able to undertake the usual administrative functions, and who would welcome the challenge of contributing to the growth and well-being of a lively and diverse community, both in Church and beyond.

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confident and proven organisational, financial, communication and interpersonal skills. Previous post-holders have found it a most fulfilling role, being at the heart of a vibrant, very mixed and always challenging community firmly rooted in their locality.

The post is available for an immediate start to enable a smooth transition, but otherwise the start date can be agreed by negotiation.

Remuneration: between £20,000 to £24,000 for 30 hours per week, depending upon qualifications and experience. (£25,000–£30,000 full time equivalent). Holidays: Initially, 29 days inc bank holidays



ST LAURENCE CHURCH, CATFORD

JOB DESCRIPTION FOR THE ROLE OF PARISH AND CENTRE ADMINISTRATOR

- Job title:** Parish and Centre Administrator
- Hours:** Part-time - 30 hours per week
- Location:** St Laurence Church, Catford
- Reports to:** Vicar
- Key relationships:** Vicar, Church Wardens, Centre Management Committee, Ministry Team, Finance worker, Caretaking staff

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Purpose of the role

The purpose of the role is to aid the smooth running of the administration of the church and centre, in close co-operation with the Vicar, the Centre Management Committee, the Ministry Team and Officers of the church. The post-holder will be expected to be a key representative and voice of the church to the wider community; their responsibilities will range from providing support to members of the congregation and a wide range of volunteers, and looking after customers of the Centre, to assisting with the maintenance of the fabric of the building and managing the caretaking staff. The position requires professionalism and the ability to work in a demanding environment, where multi-tasking, self-motivation and discretion are essential. The post-holder also needs to have good customer service, communication and interpersonal skills, and be able to manage effectively both volunteers and paid staff.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision.

Responsibilities

PARISH ADMINISTRATION

- Maintain a broad general knowledge and understanding of church activities, individuals, and current parish events, so that the office can support the Church in its mission;
- Act as first point of contact for enquiries, whether in person, or by phone, post, e-mail, etc; ensuring they are dealt with politely and professionally and followed up by appropriate action;
- Manage parish correspondence, including post, telephone and e-mail; provide a high standard of administrative support including preparing and circulating agendas for meetings and minute taking.
- Support and develop the role of volunteers assisting in the office.

Support for Worship/Services

- Prepare weekly pew sheets to include music details, weekday masses, events, rotas, prayers list and general notices, for checking by the Vicar, using Adobe Indesign (training can be provided if necessary); duplication and occasionally folding; archive previous weeks' sheets/booklets
- Prepare service booklets for occasional liturgies as required
- Make weekly services notice for front door and post on website
- Coordinate with those responsible for producing rotas for worship including intercessions, bible readings, lay assistants for communion, sides-persons, hospitality
- Maintain a calendar of the annual cycle of events and liturgies at St Laurence's
- Attend monthly ministry team meetings (usually over breakfast) and take and distribute minutes

Record keeping

- Keep parish roll up to date on parish database (FileMaker Pro software – training can be given); update parish address book, electoral roll and prayer list annually
- Update registers and records for first communion, confirmations etc. Write copies of marriage certificates as requested

Office management

- Arrange appointments and set up committee meetings when requested
- Deal with photocopier and printer issues (repair, toner etc), ensure that Parish Office supplies and equipment are maintained efficiently, deal with petty cash
- Ensure that internal notice boards and information displays are kept tidy and up to date and ensuring only relevant material is displayed
- Provide a range of general office duties including passing on telephone/e-mail messages, photocopying, scanning etc
- Ensure, with the caretaker, a safe and clean working environment within the 2 parish offices
- Review and implement procedures to ensure clear, efficient and effective office operation
- Ensure filing systems are kept in good order

Finance

- Run the payroll and pensions for paid staff using Sage software package (training can be given)
- Write cheques when signed cheque request forms come in.

CENTRE ADMINISTRATION

- Liaise regularly with the Centre Management committee (the Church Council subcommittee responsible for the good running of the Centre); take minutes at (monthly) Centre Management Committee meetings
- Be responsible for the management of the caretaking team; in conjunction with the Centre Management committee and resident senior caretaker, arrange for the recruitment, training, rostering and supervision of caretaking staff
- With the Centre Management Committee, continue the task of evolving a vision for the future of St Laurence's, as circumstances change, and plan and implement strategies to achieve this

Dealing with hirers and tenants

- Deal with booking enquiries and take bookings; record in diary and manage main diary; negotiate fees, ensuring no conflicts with existing service or regular letting requirements; take payments; in conjunction with the finance worker, ensure that regular hirers and tenants of the offices are up to date with their rent
- Oversee the processing of invoices; check payments and deal with payment matters, chasing up late payers, if necessary in consultation with the Centre Management committee
- Show potential hirers around, explaining lettings contracts and expectations
- Deal with customer complaints or refer as appropriate
- Provide ongoing service and support for regular Centre customers and tenants
- Issue parking permits as needed

Maintenance

- Liaise with the senior caretaker regarding maintenance; obtain quotes from professional tradespeople; refer large items of expenditure to Centre Management committee
- Update maintenance task schedule as appropriate
- Ensure all necessary policies and procedures are in place, and are kept up to date; maintain records; undertake regular risk assessments; and follow procedures relating to Health and Safety in the workplace at all times

General

- The post holder must follow any guidelines and policies relating to equality and diversity, and equal opportunities
- The post holder must respect confidentiality at all times and in particular that of data stored electronically and by other means in line with the GDPR.
- The successful candidate will be appointed subject to obtaining DBS clearance, which is necessary for this role

Duties

Your duties will be as set out in this job description and in work plans as agreed with line manager. The list of duties in the job description is not to be regarded as exclusive or exhaustive and you are required to faithfully and diligently perform such duties as are reasonably required by your line manager (whether or not within the scope of your normal duties).

It may be necessary for changes to be made to this job description in accordance with the needs of the job and the organisation. Existing duties may be changed and new duties may be added. Any changes will be made in consultation with you.

Meetings

The role-holder is an ex-officio member of the Centre Management Committee and the Ministry Team, and may, in the absence of PCC secretary, be required to attend PCC meetings to take minutes.

Location and hours

Your normal working hours total 30 per week exclusive of lunch breaks. A system of flexitime operates for all staff. Core hours for will be agreed on an individual basis.

All staff working a full day are required to take a minimum of 30 minutes break per day. Any time off in lieu needs to be agreed in advance with the Line Manager.

The PCC reserves the right to amend these hours as may be reasonably required. Any change to your hours will be made after consultation with you.

Some flexibility of hours will be required for the post-holder to attend occasional meetings. These will generally be no more than two hours in duration at an approximate frequency of no more than twice a month.

Terms and Conditions

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

The Vicar, in consultation with the Centre Management committee, will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.

Remuneration

The initial salary will be in the range £20–24,000 p.a. depending upon qualifications and relevant experience. (This salary equates to a full-time gross annual salary of £25–30,000.) Remuneration will be reviewed annually on January 1st.

Start Date & Probationary period

The anticipated start-date is 3rd April to take into account a hand-over period from the present incumbent, but this is flexible.

There will be a six-month probationary period, at the end of which there will be an appraisal. Thereafter appraisal will take place annually. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual leave

Holiday entitlement is 29 days per year including statutory Bank Holidays. Leave should be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals. Any time off in lieu needs to be agreed in advance with the Vicar or Churchwardens. The Vicar (who is the Line Manager) will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. The post-holder will also be supported by the ministry team in matters relating to members of the congregation, and the Centre Management committee in matters relating to the Centre.

To apply

Please email: st.laurence@btconnect.com for an application form, and return it by email before midday, March 26th.

Interviews: March 29th

Person specification

Requirement	Essential or desirable
Qualifications <ul style="list-style-type: none"> • degree or diploma or equivalent professional experience 	Essential
Skills and competencies <ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral • excellent organizational skills • strong attention to detail • general office and clerical skills • confident IT & page layout skills • strong prioritization skills and ability to manage workload • ability to work flexibly 	Essential Essential Essential Essential Essential Essential
Experience <ul style="list-style-type: none"> • experience of management of staff • experience of working in a public facing role • experience of supervising volunteers • experience as a team or project leader • experience of premises management • general accounting and payroll experience • experience of fund-raising, grant applications 	Essential Desirable Desirable Desirable Desirable Desirable Desirable
Knowledge <ul style="list-style-type: none"> • knowledge of general accounting principles and practices • Knowledge of health & safety issues, risk assessments, safeguarding; or willingness to learn • Knowledge of church worship and ministry 	Essential Essential Desirable
Personal Attributes <ul style="list-style-type: none"> • ability to respect matters of confidentiality, sensitivity and compassion • ability to make decisions and take initiative • careful listener • motivated to deliver high quality output • ability to manage the unexpected • enjoy learning and new experiences 	Essential Essential Essential Essential Essential Desirable