



HOLY TRINITY CHURCH

COVENTRY

JOB DESCRIPTION

<u>Title:</u>	Parish Administrator / Manager
<u>Accountable to:</u>	The Vicar on behalf of the Parochial Church Council
<u>Managed by:</u>	The Vicar on behalf of the Parochial Church Council
<u>Tenure:</u>	Permanent Contract, subject to satisfactory completion of 12 months probationary period
<u>Salary:</u>	£14.00 per hour (£14,560 pa / FTE £27,300)
<u>Key Relationships:</u>	Works closely with clergy, ministers, Churchwardens, staff team, PCC secretary, volunteers and those with oversight and other leadership responsibilities
<u>Hours:</u>	20 hours per week worked flexibly, over 4-5 days, based in the Church office.
<u>Job Purpose:</u>	<p>To provide the leadership, management and administrative services from the church office that support the mission and ministry of Holy Trinity Church (HTC);</p> <p>To enable others in the Church to promote the Vision and Values of HTC;</p> <p>To oversee, coordinate and develop communications, partnership working and the administration of HTC.</p>
<u>HTC Values:</u>	Welcome, Warmth, Worship, Witness, Wealth (generosity)
<u>Duties:</u>	

COMMUNICATIONS AND PARTNERSHIP WORKING:

1. Advertising and Tourism

- Ensure the timely creation of relevant publicity materials for posters, communication, HTC website and social media.
- Ensure with the verger team the external and internal notice boards are kept up to date.
- Liaise with IT support team on HTC website, the website calendar and liaison with outside websites (eg. Visit Coventry or similar) are kept up to date.
- Practically assist Welcome Team, visitor and heritage guides.

2. Partnership Working

- Liaise with other agencies and organisations, including Coventry Cathedral, HOPE Coventry and other Churches, Coventry City Council, West Midlands Police and others, to ensure coordinated approach to events, opportunities and issues as they arise.
- Support clergy and wardens for Civic and similar service arrangements, as required.

3. Website, IT Support and Social Media

- Liaise with HTC IT Support team and Social Media Missioner (SMM) for maintaining the website and social media sites.
- Ensure security of website and social media content.
- Arrange appropriate training for office staff and volunteers.
- Complete and upload weekly notice sheet to website in liaison with Vicar.
- Maintain and update regularly general content on common pages of the website, and remind individual page authors of their responsibility to keep pages up to date.
- Provide support to website administrator, as necessary.

4. Databases and IT services

- Maintain good relationship with Solution Squared (or successor).
- Oversee the IT services, ensuring that they are functional, up to date and compliant with all relevant legislation.
- Support key congregation members in the ongoing development and transfer to the new database and IT services.

5. General Office Functions

- Have access to the HTC email inbox, coordinating responses and disseminating information.
- Ensure that incoming and outgoing communications are dealt with appropriately and effectively.
- Answer telephone enquiries and perform reception services for visitors as required.
- Complete the editing, formatting, checking and printing of services and Occasional Offices, to an appropriate timescale.
- Liaise with the Vicar and/or Coordinator on Weddings, Funerals and Baptisms.
- Work with the Funeral Directors to ensure the church is available and booked, the Vicar contacted, the Vergers aware, and Parish Finance Assistant (PFA) informed.
- Ensure that HTC delivers all communications in accordance with relevant legislative and statutory requirements (eg. GDPR).
- Ensure that all relevant licences are up to date and in place e.g. Public Performance, programme making (digital microphones), copyright, computer systems and any others.

STAFF TEAM ASSISTANCE

- Arrange recruitment procedures for paid posts, at the direction of clergy and wardens.
- Liaise with Diocesan HR officers and ensure up to date staffing policies and procedures are produced and maintained for all staff.
- Work as a member of the wider HTC staff team, producing agendas and contributing to working groups as necessary.
- To work with the staff to develop and improve the services provided to the Vicar, staff team, other church leaders and volunteers.
- Liaise with the Verger Team relating to the church building and services as necessary.

GENERAL ADMINISTRATION AND OFFICE FUNCTIONS

1. Office machinery and facilities

- Ensure, with staff and volunteers, the church office is kept clean and tidy, effective and appropriate for use.
- Ensure necessary maintenance and repairs are organised for telephones and systems, photocopiers and printers.
- Proactively develop the IT provision of administration.
- Ensure appropriate stock levels for administration and stationery consumables.
- Liaise with Coventry City Council regarding car park passes, and issue passes to staff and volunteers as appropriate.

2. Budget Administration

- Be the budget holder for Admin and Verging, monitoring costs for telephones and systems, photocopiers, printers, administration and consumables, etc. and responsible to keep such within the annual budget.
- Provide support, as required, to the Parish Finance Assistant for day-to-day financial processes.

3. Church bookings

- Respond to enquiries regarding church bookings, recording in the church diary.
- Liaise with clergy, staff and volunteers on the required level of support for church bookings.
- Ensure bookings are dealt with as appropriate and invoiced as required.
- Develop and maintain an electronic diary for the church.
- Liaise with Trinity House (OBCS) Bookings Administrator, as required.

4. Record keeping

- Archive records, lodging them with appropriate Records Office or arrange storage in the Church premises as appropriate.

- Produce statistical returns as required for the PCC, Diocese of Coventry, national church and statutory organisations, as required.
- Ensure health and safety, accident and incident reports are completed as necessary.

ANY OTHER DUTIES

- To perform any other duties commensurate with the level of the post.
- To take personal responsibility for your own health and safety within the working environment, reporting any concerns and incidents according to good working practice and the Church's policies.

PERSON SPECIFICATION:

- A mature Christian, willing to promote the Christian faith.
- A member of HTC, or willing to be part of our worshipping life, so as to know the church, its workings and congregation.
- Willingness to work flexibly and be available after Sunday morning services.
- Ability to work to deadlines, and complete tasks on time.
- Ability to offer work to a high, professional standard.
- Ability to hold relational life and work tasks in good balance.
- At ease with a busy office environment dealing with varied requests.
- Initiative to keep the administration function under review, making suggestions for improvements and developments.
- Strong IT literacy and experience, including One Drive, Microsoft Teams and Office, website and social media, or willingness to learn.
- Experience of working well with volunteers.
- Education to A level with evidence of further continuing professional development or similar experience.
- Ability to communicate well with individuals and groups from different professional, cultural and social backgrounds.

There is a genuine occupational requirement that the postholder be a practising Christian, and in good standing with the church. Parts 7(2 a&b) of the Employment Equality (Religion & Belief) Regulations, 2003, apply.

Approved by the PCC:

To be reviewed on: