

# EASTLEIGH PARISH

## Eastleigh Parish Church (EPC) seeks to appoint an **Part-Time Parish Administrator**

The administrator will play a major role in the day to day operations of Eastleigh Parish Church, principally by managing the parish office in Desborough Road Eastleigh.

For further details, please download or collect a copy of the Job Description / Person Specification document (copies are available from the All Saints' Church Building and via [www.EastleighParish.com](http://www.EastleighParish.com)).

For an informal conversation about this post, please contact Susan Fletcher on 07502 427 693.

To apply:

- Application form and job description available at [www.EastleighParish.com/vacancies](http://www.EastleighParish.com/vacancies)
- Please send completed forms to [sue@eastleighparish.com](mailto:sue@eastleighparish.com)

Applications close Sunday 2<sup>nd</sup> December 2018.

Applications close 31<sup>st</sup> October 2018

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Eastleigh Parish Church is a part of the Diocese of Winchester, and the Church of England.



THE CHURCH  
OF ENGLAND



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WINCHESTER

## Job Description & Person Specification

### Overview

Based in the Parish Office, the successful applicant will help with the day-to-day running of Eastleigh Parish Church by providing administrative and practical support for many of the activities and operations of Eastleigh Parish Church.

### Key Details

- Hours to be worked subject to mutual agreement, but initially this is likely to be 12 hours over 3 days per week. Occasional Saturday mornings might be required
- Rate of pay subject to experience; from £8.00 to £11.00 per hour, to be reviewed at end of probation period, and then annually
- Statutory holiday and benefits, including the offer of a workplace pension
- Appropriate training will be provided to the successful candidate
- Permanent post subject to a satisfactory review after 3-months' probation

### Core Responsibilities

Running the Eastleigh Parish Church Office efficiently, including:

- Managing ChurchSuite and other databases
- Managing the parish filing system (both electronic and paper);
- Managing/purchasing office supplies
- Online purchasing of church supplies, if required
- Ensuring the connectivity and compatibility of the parish IT, laptops, phones and printers
- Coordinating church diaries, calendars and rotas (including bookings of facilities)
- Coordinating the efficient use of the available facilities (e.g. meeting rooms, storage areas, etc.)
- Processing DBS forms
- Coordinating the baptism register and process
- Assisting the Priest in Charge in both admin and practical tasks, e.g. preparing for meetings, printing documents, helping coordinate special events and conferences, organising mailshots online and by post, etc.
- Preparing communications and advertising for Eastleigh Parish
- Updating the parish website and engaging with social media on behalf of the parish church (as directed by Line Manager / Supervisor)
- Actively pursuing new hirers / advertising our church facilities, in order to generate income
- Updating/managing the numerous church noticeboards and literature points; including the lounge, nave, and lobby, as well as external noticeboards

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- Working with the relevant teams/individuals to keep all cupboards and resources tidy, well-stocked, and easy-to-access
- Managing petty cash
- Coordinating with:
  - the Outlook (news sheet) team of volunteers; and being engaged in producing it when required
  - PCC members and officers
  - the weddings, funerals, and hall bookings administrator when necessary
- Other tasks as set by the Line Manager / Supervisor
- Working within the Ethos of Eastleigh Parish (which can be found at the foot of this document for your information)

## Summary

The PCC believes that the right candidate fulfilling these tasks will have a key role in the development of the Eastleigh Parish community as it continues to grow.

## Recruitment

Eastleigh Parish is committed to recruitment and selection processes that are inclusive, fair, consistent and transparent.

## Oversight and Line Management

The administrator will be working principally with Ian and Sue Fletcher. Ian is the Priest in Charge (Vicar), and Sue is a PCC member, and part of both the Operations and Workforce Committees

## Notes

1. This post will be based at All Saints' church building (Desborough Rd. SO50 5NH)
2. A computer will be provided for your duties
3. It is in the nature of church life that some administrative tasks will be conducted by volunteers and that those volunteers may change or leave. This means that some of the oversight/tasks will change. You will be expected to be at least aware of all these administrative activities and to be able to take up or put down your engagement with them, and in some cases coordinate them
4. A permanent appointment will be subject to satisfactory completion of a 3-month probationary period
5. One month's notice may be given in writing by either party
6. Regular reviews will be conducted to help inform the ongoing development of the parish church and this role
7. The advice, feedback and ideas of the Administrator will be sought and encouraged over the efficient running of Eastleigh Parish

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## Person Specification

### Essential Characteristics of Successful Candidate

**Polite & personable nature with good communications skills**

**Excellent timekeeping, personal management, and organisational skills**

**Able to work well both in teams and alone**

**Able to both give and receive instruction**

**Able to both give and receive helpful feedback**

**Highly competent use of electronic media; including desktop publishing, and social media. Familiar with Word, Excel, PowerPoint and Publisher; also Google Drive**

**Good standard of written and spoken English**

**Able to prioritise well**

**Able to act with initiative**

### Desired Characteristics of Successful Candidate

**Member of Eastleigh Parish Church**

**Good awareness of issues surrounding health & safety in the context of public service**

### Ethos of Eastleigh Parish

*"The Benefice of Eastleigh (in the Church of England Deanery of Eastleigh and Diocese of Winchester) is part of the One, Holy, Catholic and Apostolic Church, worshipping the one true God; Father, Son and Holy Spirit. The Benefice of Eastleigh professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic creeds, which faith the Church is called upon to proclaim afresh in each generation.*

*All activities and operations of The Benefice of Eastleigh will adhere to this ethos."*