



HAMPSTEAD PARISH CHURCH

Building an inclusive community of Christian love, faith, witness and action

Parish Administrator, St John-at-Hampstead
28 hrs pw, worked flexibly
£30K+ pro rata, + employer's pension contributions

Closing date: September 30
Interviews w/b. October 7

We are looking for an experienced and proactive person to shape and drive the varied administrative and operational activities of this active North London parish church.

Do you have a vision for the life and growth of God's church, enabled by efficient procedures and processes? Are you skilled in managing systems, projects and people? Can you prepare cash accounts and produce simple financial reports? Are you happy to clean the floor and engage with the PCC on governance issues?

If so we would like to hear from you. We envisage a role of up to 28 hours a week, worked flexibly over at least four days.

For further details and an informal conversation please email Jeremy Fletcher at vicar@hampsteadparishchurch.org.uk

Please write a letter of application enclosing a full CV and details of two referees to

Revd Jeremy Fletcher
14, Church Row,
London
NW3 6UU

About us

The Parish Church of St John-at-Hampstead ('Hampstead Parish Church') is an Anglican Church in the liberal catholic tradition. We are an inclusive church with an Electoral Roll of over 300 and up to 100 children, with around 200 people worshipping each week. The congregation is drawn from a range of cultures, lifestyles and nationalities. We are an active church with a full programme of worship and other activities including hosting a winter night shelter for the homeless and supporting a refugee family under the Vulnerable Persons Resettlement Scheme. The church is known for its highly regarded choral music.

During the course of 2018, following the appointment of the Revd Jeremy Fletcher as Vicar in 2017, the PCC undertook a comprehensive review of the church's vision, mission and strategy culminating in the adoption of a new Mission Action Plan for 2018-2022.

Our Aims

Hampstead Parish Church aims to be:

- a compassionate, open church, both locally rooted and globally connected;
- confidently sharing the good news of God, Father, Son and Holy Spirit;
- seeking justice, welcoming all, and walking alongside another in love and faith.

Our Objectives

With God's help, Hampstead Parish Church is committed to:

- growing in impact and numbers;
- offering open welcome and active invitation;
- helping people of all ages to come to and deepen faith;
- being creative and generous in offering worship, developing mission and working for justice;
- acting in partnership with others to pursue shared goals.

Fuller details may be obtained by visiting our website at www.hampsteadparishchurch.org.uk.

Following a re-assessment of the church's administrative needs, the PCC now wishes to appoint an experienced Administrator to support the Clergy, Officers, Committee Chairs, and the PCC to manage and deliver a wide and growing range of activities.

The job in brief

The primary purpose of the role is to ensure that the Parish Office operates effectively and efficiently, services the administrative needs of the clergy and lay leadership team, and meets the reasonable requirements of our members, users, and visitors. The Administrator also performs a key function in acting as the first point of contact for enquiries. There is a strong emphasis on:

- day to day administration of the church;
- developing systems and processes which will enable mission and ministry;
- being involved in forward planning for the church year and ensuring timely decisions;
- maintaining full and accurate membership and other records;
- looking after the maintenance and hire of the church and parish rooms;
- keeping timely and accurate financial records with responsibility for invoicing, payments, and the weekly banking of church income and fees;
- preparing statistical data and reports to support and inform the church's activities;
- managing the many volunteers who contribute to the administration and operations of the parish;
- co-ordinating and supporting long term building and operational projects in the parish.

The successful candidate will be part of an employed staff team which includes the Children's and Youth Worker, the Director of Music, the Organist, and Director of the Junior Choir. The Administrator will also work closely with the Clergy and Lay Leadership team, attending and facilitating staff and other meetings as required.

Detailed Duties & Responsibilities

Office Administration

- Act as a first point of contact in the Parish Office, dealing with post, email and telephone correspondence/enquiries in a timely manner
- Maintain the electronic diary for church and parish room bookings, ensuring that diary commitments are properly co-ordinated and clashes avoided
- Maintain and make effective use of the *ChurchSuite* database, including registering details of newcomers and updating records,
- Make effective use of and the cloud-based document management system and paper based files and record.
- Oversee the preparation and printing of official documents including guide books and the Annual Report.
- Liaise with external suppliers and arrange goods and services as required
- Keep attendance records for services

Facility and Project Management

- Manage bookings of the church and parish rooms including issuing of contracts, invoicing of fees and acknowledgement of payments where applicable
- Monitor the use and maintenance of church facilities and storage, liaising with users to ensure appropriate practice, and arrange repairs as necessary
- Supervise the cleaning staff and grounds staff and arrange payment where applicable

- Undertake minor maintenance and re-stocking (e.g. changing light bulbs, emptying bins, putting out re-cycling, stacking chairs, and generally keep parish rooms and church tidy)
- Assist the planning and co-ordination of any refurbishment projects, including Faculty applications
- If the Clergy are absent, unlock and lock up the church on weekdays
- Day to day liaison with the Church's property management advisers for its off-site residential properties

Finance

- Invoice and collect fees for hire of church, parish rooms, and for occasional offices
- Ensure the counting of pew collections and count when required
- Carry out the weekly banking (of pew collections and other receipts) and provide supporting spreadsheets and information for the Treasurer and the Stewardship Secretary
- Arrange payment of contractors and suppliers in accordance with the agreed mandate
- Coordination with the Treasurer on payroll matters
- Maintain accurate petty cash records

Communications

- Ensure the preparation and circulation of the weekly e-letter and other on-line communications, and prepare the notice sheets for Sunday services
- Monitor the regular updating of the website, including sourcing and commissioning up to date information from contributors for uploading
- Monitor the use of social media
- Support all other communications, including the parish magazine, posters and notice boards

Governance / Risk / Health and Safety

- Assist the Health and Safety Officer and Churchwardens in reviewing and updating the Risk Register on a regular basis, undertaking such tasks as may be assigned
- Administer the DBS registration process in conjunction with the Church Safeguarding Officer
- Assist the relevant office-holders in ensuring compliance with all statutory and reporting requirements
- Routine administration of employment contracts

Other Tasks

As a member of a small team you will play your part across the church's activities and you may be required to carry out other responsibilities reasonably assigned to you by the Vicar and/or Churchwardens.

The Person – About the Applicant

It is **essential** that you are in sympathy with, and be supportive of, the aims and ethos of Hampstead Parish Church.

You will have:

- A warm and engaging manner, being able to relate easily to people both internally and externally
- Excellent organisational skills, being forward thinking and with a keen eye for detail
- Versatility and the ability to manage a varied workload, prioritising as necessary
- The ability to show initiative and work independently while knowing when to seek guidance/assistance
- Computer literacy with proven experience of Office packages including Excel
- Literacy and numeracy, with strong oral and written communication skills
- The ability to inspire and resource healthy team working

It is **desirable** that you will have

- Experience of managing facilities/room bookings
- Experience of working with/for volunteers, perhaps in a church/charity setting
- Familiarity with membership databases
- Experience of keeping basic accounts and accounting for funds
- Knowledge of Church of England's parish life and governance

Terms and Conditions

Hours

The role is for 28 hours a week, worked flexibly over at least 4 days. Willingness to undertake some evening work, in particular to attend committee meetings and to support one or two weekend parish events, for which time off will be given in lieu, is required.

Salary

Salary will be in the region of £30,000-35,000 equivalent for a standard 35 hour week pro rata dependent on experience. In addition, an employer's contribution will be made towards an approved pension.

Holiday

Annual holiday entitlement will be 33 days equivalent for a full time role, including statutory holidays.