**ST AUGUSTINE’S CHURCH WITH ST LUKE’S CHURCH**

**BROMLEY COMMON**

**Parish Administrator: Job Description**

**Primary purpose of the role**

* To support the Christian purpose and ethos of the church to such members of the congregation and public who make contact.
* To ensure the provision of administrative and organisational support to enable and facilitate the ministry and activities of the church, and in particular working with the members of the Ministry Team.
* To attend the weekly Ministry Team meetings which are held for communication, prayer and mutual support.

The **main duties** of the role are set out below:

* People: First contact point for dealing with all enquiries and correspondence
* Paper: Custodian of clear, safe and accessible records of church related documents.
* Ministry: Provision of clerical support for ministry and outreach.
* Organisation: Arranging and maintaining a working environment which meets appropriate workplace standards.

**Relationships: the Parish Administrator will**

* Report to the Vicar or other person appointed by the PCC as line manager.
* Act as line manager to church cleaner
* Supervise volunteers working in church office
* Maintain the electronic diary and other records for the Vicar
* Have close working relationships with the Ministry Team, Churchwardens, Treasurer, PCC Secretary and sub committees of the PCC
* Liaise on a regular basis with the Diocese and Archdeanery.
* Liaise with Treasurer keeping basic financial records for all office expenditure and consumables.

**Communications**

* Managing electronic databases and ensuring they are kept up-to-date and accurate (eg Electoral Roll, Safeguarding qualifications)
* Maintaining Health and Safety databases (Accident records, Fire safety provision, security, keys)
* Liaising with external bodies and local service providers (eg Diocese, local churches, London Borough of Bromley).
* Ensuring effective communication within the whole church community on both sites. This includes
* maintaining external and internal notice boards,
* producing master service rota on quarterly basis,
* production of weekly notice sheet and other worship material
* production of Roundabout (parish magazine)
* liaising with and supporting organisers of events and church festivals

**Environment**

* Liaising with cleaner and church volunteers to ensure a clean and tidy environment for workers, hirers and visitors within church premises.
* Overseeing maintenance work in front garden and Memorial Garden
* Liaising with Premises staff/volunteers, recording work completed by outside agencies.

*The above is not intended to be exclusive and the Parish Administrator will be required to carry out other related duties as reasonably requested by their line manager.*

*Hours of work: 20 hrs per week to include 10 am- 1pm every day*

*Rate of pay: £12.50 p/h*

*Letter of application and CV by post or email by 31 January 2019*

*St Augustine’s Church, 230 Southborough Lane, BR2 8AT*

*020 8295 1550*