

## **All Saints', Margaret Street**

### **Parish Office Administrator – job description**

All Saints' Margaret Street is an Anglo-Catholic parish at the heart of the West End. We have a rich daily and weekly liturgical life, which revolves around two Masses each day, and two choral liturgies each Sunday. We have extensive online participation in our parish's liturgical life and teaching programmes drawing people both in this country and from abroad. We have recently relaunched our network of supporters, the "Friends of All Saints," which now has members in many countries. We communicate with our parishioners and supporters regularly through a physical bi-annual paper, a weekly email, and wide ranging participation in social media.

The Parish Office Administrator will work from the Parish Office each afternoon (3.75 hours) from Monday-Friday and will be line-managed by the Vicar. Salary: £16,200

It is the responsibility of the parish office administrator to undertake the following tasks:

#### Monthly responsibilities

- At the beginning of each month - generate donors table(s) from CAF and other financial reconciliations to be agreed with the Treasurer; send to treasurer and church wardens
- By mid-month – send next month's High Mass orders of service to Martin Woolley, coordinator of our reader rota.
- Last week of month - put next month's Music List on the parish website.
- Last week of month - put next month's Calendar and Intentions on website
- End of month - pay invoices, clergy expenses and choir fees

#### Weekly and fortnightly responsibilities

- Weekly printing of all service sheets in good time for Sunday
- Fortnightly banking of cash and cheques at the bank
- Weekly set up YouTube streams for the daily Mass and Sunday liturgies
- Weekly preparation of the parish email with compiling of sections not written by the clergy

#### On-going Music List tasks

- compile empty music list for several months ahead to begin the process of music selection
  - liaise with clergy re service dates, times, and liturgical content
  - liaise with Director of Music for music selections
  - liaise with assistant Director of Music for voluntaries
  - compile Orders of Service from Music List content

#### On-going each week

- respond to correspondence and telephone messages
- distribute in-coming emails to relevant clergy/officers
- Management of Gift Aid claims

- update website
- file invoices for monthly payment
- Helping with our Twitter, Facebook and Instagram content, especially in pre-programming scheduled daily Tweets to ensure the dissemination of information through social media of: weekly liturgies; Sunday sermon; Friday email; special events.
- Compile the prayer lists for the following week and ensure sick lists for current week are up to date
- Management of parish room bookings
- Ordering of sacristy and other church supplies
- Arranging and handling appointments with maintenance and delivery personnel

#### IT liaison

- liaise with BT to ensure the effective running of the telephone system
- liaise with our website engineer to ensure the effective running of our website
- liaise with the parishioner who helps us run our Microsoft Office system
- liaise with the parishioner who has responsibility for YouTube and streaming

#### Friends of All Saints' work

- regular updating and management of membership lists
- a monthly meeting with the vicar and Friends secretary
- regular recording of Friends' payments and donations
- in collaboration with the vicar, the editing and publication of the bi-annual Parish Paper, which is sent to all Friends

Any other task reasonably requested by the Vicar.

### **PERSON SPECIFICATION**

#### **Knowledge and Experience**

##### *Essential*

- thorough knowledge of IT office operating systems: Word; Excel; Office.
- proven capacity to run online banking appropriately
- proven capacity to handle personal information, respecting appropriate levels of confidentiality, in accordance with the requirements of GDPR
- proven capacity to handle pastoral interaction appropriately, respecting boundaries and confidentiality

##### *Desired*

- experience of social media and running a social media account for a church or charity
- experience of running a website
- experience of preparing liturgical texts and orders of service
- experience of working within a Church of England environment
- experience of working within a church music environment

#### **Competences**

- attention to detail

- warm and friendly public facing manner
- flexibility and capacity to work in a dynamic environment
- able to work in a small team and cope fruitfully with swiftly changing scenarios
- capacity to remain calm under pressure
- able to remain solution focussed and work efficiently

For an application form, please contact [vicar@asms.uk](mailto:vicar@asms.uk)