

All Saints', Margaret Street

Parish Office Administrator – job description

All Saints' Margaret Street is an Anglo-Catholic parish of the Diocese of London 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 a 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 is a part time role requiring 18.75 hours per week. The Parish Office Administrator will work from the Parish Office each day (3.75 hours) from Monday-Friday and will be line-managed by the Vicar. The parish office administrator will be expected to be present at 11.00 am each day to open the church. Their 3.75 hours each day can be worked before, around or after that point. Salary: £17,820 per annum. Holiday: 28 half days per year plus bank holidays.

Closing date for applications, Sunday 17th September 2023.

Interviews during the week beginning Monday 25th September 2023.

Please be in touch with Fr Peter Anthony to obtain an application form, or if you have any further questions about this post: vicar@asms.uk

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

- Daily opening of the church
- Staffing and management of the parish office, ensuring all office systems and equipment are in good working order
- Ordering sacristy, lavatory, and office supplies
- Replying to email correspondence and telephone messages
- Day to day management of donations to All Saints'
- Banking of cash
- Management of invoices and payments from our PCC accounts and those of our allied foundations and charities
- Creation and printing of orders of service
- Regular updating of the parish website
- Coordination of the preparation of music lists and celebrants' rotas.
- Participation in the management of our parish social media accounts and in the preparation of weekly parish email
- Organisation of advertising in preparation for parish events
- Management of parish room bookings
- Handling appointments for visiting engineers and maintenance personnel
- Ensuring street facing posters and information is up to date.
- Day to day management of the Friends of All Saints'
- Lead Recruiter/Evidence Checker for safeguarding DBS process
- Other tasks reasonably requested by the vicar

PERSON SPECIFICATION

Knowledge and Experience

Essential

- Thorough knowledge of IT office operating systems such as 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

Typical Weekly and monthly tasks – more detail

We offer the following as a more detailed example of how the job specification is currently fulfilled, to show in a more detailed way, what the role of parish office administrator looks like at the moment. The precise detail of these duties could be subject to change in the future.

Daily responsibilities

- To answer the door at 7 Margaret Street for deliveries, to staff the office and answer the phone when present and working in the parish office.

Monthly responsibilities

- At the beginning of each month - generate donors table(s) from CAF and PayPal 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 the coordinator of our reader rota.
- Last week of month - put next month's Music List on the parish website and ensure large poster version is put up on church notice board
- Last week of month - put next month's Calendar on website

Weekly and fortnightly responsibilities

- Weekly creation and printing of all service sheets in good time for Sunday and other feast days.
- Banking of cash and cheques at the bank
- Set up YouTube streams for Sunday liturgies and weekday feasts
- Weekly preparation of the parish email with compiling of sections not written by the clergy, such as adding prayer lists, appending service sheets electronically, and the next week's service schedule

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 responsibilities each week

- Respond to correspondence and telephone messages
- Distribute in-coming emails to relevant clergy/officers
- Construction and constant revision/supervision of the rota of Mass celebrants, which needs always to run at least several weeks ahead.
- Making payments from PCC accounts, and also making payments for the All Saints' Foundation and the Music and Choir Trust from their accounts as necessary.
- Update website
- Keeping street fronting signage and advertising of events up to date

- File invoices for monthly payment
- Day to day management our Twitter account, 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. The preparation of clip videos from YouTube to be sent out on Twitter.
- With the Assistant Priest, to 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
- Ensure the photocopier is working well and photocopying supplies are ordered appropriately
- Liaise with our website engineer to ensure the effective running of our website
- Ensure that means of electronic donation (such as PayPal and CAF links on our website and electronic giving terminals in church) are functioning well
- 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, and responding to Friends correspondence and membership applications
- Regular recording of Friends' payments and donations
- Management of Parish Paper address lists

Any other task reasonably requested by the Vicar.