



**ST GILES CHURCH  
GILESGATE  
DURHAM  
DH1 1QQ**

## **St Giles Church, Durham**

### **Vacancy: Parish Administrator**

We seek to employ an administrator to assist the Priest-in-Charge and senior lay officers in the administration of the work of the church.

The post is for 10 hours per week and the payment is £11.00 per hour.

Please contact the Priest-in-Charge, Revd Tom Glover for more details and for an application pack:

Tel.           0191 384 2452  
Email.       vicarofsgss@gmail.com  
Postal.       St Giles' Vicarage, Gilesgate, DH1 1QQ.

Closing date for receipt of applications is noon on Monday 4<sup>th</sup> March 2019

Interviews: To be held at St Giles Church, Durham on Monday 11<sup>th</sup> March 2019.

Starting Date: asap.



STGILESDURHAM

[WWW.STGILESDURHAM.ORG.UK](http://WWW.STGILESDURHAM.ORG.UK)



@STGILES\_DURHAM



Diocese of Durham



THE CHURCH  
OF ENGLAND

# **Parish Administrator for the Parish of Durham: St Giles**

## **JOB DESCRIPTION**

**Job Title:** Parish Administrator

**Duties to include:**

1. Providing secretarial administrative service for the Priest-in-Charge and the Standing Committee and other clergy attached to the parish;
2. Managing the parish phone and parish computer, e.g. passing on messages, taking any action necessary resulting from such messages, maintaining their functionality, enabling others to make use of them;
3. Managing the parish photocopiers, including usage, liaison with hire company about bills and repairs, training others in usage;
4. Typing and printing documents as required (these may include letters, forms, church publications, orders of service, weekly news sheet, posters etc);
5. Being responsible for booking the church, parish centre and church hall, and upkeep of the church diary, liaising with the magazine publishing committee about the events diary, and also invoicing hirers;
6. Maintaining the pastoral databases (baptisms, wedding, funerals and membership lists) with a high degree of accuracy and liaising with clergy and the magazine publishing team in this area;
7. Being able to undertake mail shots and to co-ordinate the publicity work of the Church;
8. Maintaining the parish office including the parish filing system in a tidy and orderly working space and being responsible for stationery supplies;
9. Manage the payroll for parish staff, and managing general invoicing as required;
10. Assisting in any projects concerning the maintenance of or improvements to the church building, liaising with contractors and Diocesan authorities;
11. Managing and maintaining the parish website and social media profiles;
12. Any other secretarial or administrative tasks requested by the Priest-in-Charge.

# Person Specification

The parish administrator will have as **essential** skills and qualities:

1. Excellent IT skills, including the ability to manage websites, and the ability to use a variety of word-processing and publishing packages ( *Word, Publisher*), and thereby be competent to produce a range of documents (letters, forms, orders of service, posters, PowerPoint presentations);
2. Good office management skills, including the ability to manage a filing system, to work in a self-motivating and orderly fashion and to deadlines;
3. Basic accounting skills and the ability to manage spreadsheets;
4. Good people skills, specifically the capacity to conduct conversations with a wide range of people, face to face and on the telephone, with courtesy, effectiveness and pastoral sensitivity;
5. The quality of trustworthiness both with confidential pastoral information and with church property and information;
6. A strong commitment to the ethos and mission of St Giles Church.

The parish administrator could have as **desirable** skills and qualities:

1. A working knowledge of the Church of England, at both parish and diocesan level.
2. Experience in using design and publishing software.