**Job Description – Receptionist and Parish Admin**

**Job Title:** Receptionist and Parish Administrator

**Employed by:** St Mary Magdalene, Ashton-on-Mersey PCC

**Responsible to:** Head of Operations

**Work Base:** Parish Office

**Hours:** 16 hours per week. Including 3 days /week on reception during term time

#### Salary: £10 per hour, £8,320 per annum based on 16 hour working week

(Full time equivalent based on 37 hours £19,240)

**Purpose**

The purpose of the Receptionist and Parish Administrator is to support the mission and vision of St Mary’s and Sale West Community Church and to enable the smooth running of the church centre at St Mary’s. The post holder will often be the first point of contact for church members and visitors and we aim to provide a welcoming environment, dealing with enquiries efficiently whilst being sensitive to pastoral needs.

**Responsibilities**

Reception duties 3 days per week during term time

* Welcome visitors to the centre and sign-post as necessary
* Manage incoming email, post, telephone calls and, responding to enquiries and redirecting if needed
* Show prospective hirers around the building and answer questions about the hiring conditions
* Check church centre rooms are tidy and ready for occupancy by hirers

Administration

* Undertake general administration tasks including photocopying, printing, laminating and filing.
* Finish and prepare documents i.e. welcome packs and conference delegate packs
* Assist the Head of Operations with formatting documents – ie small group notes
* Collate and distribute information ie small group notes
* Produce badges for volunteers and delegates at events
* Produce the intercessions list each week distributing to those on duty
* Carry out the administration process for baptisms including – enquiries, open mornings and Sunday preparation
* Carry out the administration process for confirmations
* Manage the church centre room bookings including
  + Responding to room hire enquiries
  + Managing the diary to ensure there are no conflicts
  + Producing the paperwork for the booking
* Managing the occupancy of the church centre ensuring key holders are allocated to opening and closing
* Keep the internal and external notice boards up to date and replenish leaflets and booklets

Other

* Perform regular checks of the defib equipment
* Maintain first aid kits in the church centre, replenishing and ordering stock
* Organise first aid training, every 3-years
* Attend staff devotions and wider team devotions
* Support the Head of Operations by carrying out tasks as reasonably requested

**Personal Specification**

**Essential criteria**

* **Understanding of the Christian faith and in agreement with the vision of St Mary’s Church**.
* **Ability to establish and maintain good working relationships with a diverse range of people**
* Strong and effective administration skills
* **Good organisational skills**
* Strong communication skills, in writing, face to face and over the phone.
* Good attention to detail and accuracy
* Flexible to take account of changes or developments in a growing church.
* Ability to handle a demanding and varied workload
* A strong commitment to confidentiality, with integrity and respect
* Ability to work alone, prioritise well and use initiative.
* Ability to work well as part of a team, working closely with the Head of Operations.
* **Must be proficient in using Microsoft Office including Word, Excel and Outlook**
* Willingness to develop skills if required for the job.

**Desirable criteria**

* **Experience of using church management and booking software – Church Insight and Midas**
* **Experience of using Microsoft Publisher**
* **Experience in publicity design and formatting**

**Additional information**

We have a people centred approach in our workplace with our church values at the heart of everything we do.

We consider ourselves to be an inclusive church, committed to creating an environment of richness and diversity. We want our staff to grow and flourish in a welcoming and supportive environment.

**Salary and hours**

* 16 hours per week, to be agreed in advance. You will be entitled to 4 weeks paid holiday per year (pro rata), by arrangement with the Vicar, plus statutory bank holidays.
* The holiday year runs from 1st January to 31st December each year.
* The PCC operates a workplace pensions scheme for staff through the NEST pension provider and will comply with Government pensions and automatic enrolment regulations as directed by the Pensions Regulator.

**Child Protection**

* This post is subject to a DBS check.
* You are always required to adhere to the PCC’s Safeguarding Policy.

**Parish Employment Handbook**

Detailed Employment policies and procedures are laid out in our Parish Employment Handbook.

***Details of these working conditions may be amended from time to time by joint agreement between you and the vicar and confirmed by the PCC.***