**Parish Administrator**

Role Description

May 2023

The Parish Administrator is employed by the Parochial Church Council of St Peter Bentley and reports to the Vicar (Revd Dave Berry).

**Main Purpose of the Role**

The Parish Administrator will offer excellent admin support to the Vicar and the PCC in order that the church can grow and develop. The Parish Administrator will be part of a team working with the Vicar, Curate, Churchwardens and the Children and Families worker.

**Main Duties and Responsibilities**

It is recognised that it will be impossible to deliver all these duties in five hours a week! So discussion around priorities and time will be vital.

1. **Office management**
* Manage all parish administrative systems including record keeping, creation and maintenance of databases in accordance with Data Protection legislation (GDPR), completion of registers, and production or provision of liturgical materials and supplies.
* Maintain an up to date accurate parish diary.
* Develop and maintain parish social media presence and all IT systems and software
1. **Managing and developing the use of buildings**
* Assist the Churchwardens in making all practical arrangements for the maintenance of the parish’s buildings and plant.
* Maintain all systems for the booking and use of the buildings.
1. **Administrative support and the development of parish resources**
* Develop and produce attractive publicity material to maximise effective internal and external communication, working with a team of lay people.
* Provide admin support for events.
* Keep an eye on the rotas to enable as many people as possible to be involved in the life of the church.
* Manage safeguarding training and DBS records, prompting people who need to renew their training and/or DBS to do so in good time.
1. **General responsibilities as a member of the staff team, including:**
* Attending staff meetings and other meetings as required
* Preparing for and participating in regular supervision
* Undertaking training

*This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The postholder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time in full consultation with the postholder to meet the needs of the Church. DB 19.05.2023*