



## St Peter's Bentley PCC

Role Description: Parish Administrator  
7 hrs per week.

The Administrator is responsible for providing excellent administrative support to the staff team, in particular the Vicar.

### Main purpose of the role

- A To provide administrative support to the Vicar and the Parish to ensure the smooth running of the church.
- B To process day to day financial transactions.
- C To promote the work of the church on social media and the church website.
- D To manage hall bookings and payments using our online booking system.
- E To provide admin support for weddings and funerals.

### General Responsibilities as a member of the staff team, including:

- Complying personally with the safeguarding policies in place.
- 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.

You do not need to be a practising Christian to undertake this role, but you will need to be comfortable with the ethos of the Church. Behaviour that undermines this could lead to disciplinary action being taken.

### General Terms

We offer five weeks holiday per year, plus an allowance for Bank Holidays (because this role is part time). In 2025, we are also offering a (pro-rated) day off on your birthday. We also offer membership of a non-contributory pension scheme. We will contribute 8.5% of your salary each month and the pension scheme also offers a death in service benefit of twice your annual salary.

This post is in band 2 so the salary starts at £4,604. (£23,020 full time divided by 5)

**Particular Terms**

Attendance at staff meeting is an important part of this role. Staff meetings are on a Thursday, so the expectation is that the successful candidate will work a full day on a Thursday.

## Person Specification

### Job Title: Parish Administrator

Criteria	Essential	Desirable
Qualifications/attainments	GCSE English (or equivalent) GCSE Maths (or equivalent)	GCSE English
Relevant experience	Office Administration Understanding of Church and how it works Social Media Prioritising tasks	Desktop Publishing experience Accounts package experience Church Management Software experience
Skills & competencies	Working alone Problem solving Friendly and firm attitude Takes pride in their work Trustworthy Reliable communicator Competent with computers and learning new computer skills Self motivated	