

JOB TITLE: Trainee Assistant Parish Administrator

(Initially 6 hours rising to 10 hours from Easter 2022)

REPORTING TO: Parish Administrator with overall accountability to the Parochial Church Council (PCC)



PURPOSE: To support the Parish Administrator in the general administration of the Parish Office

MAIN DUTIES AND RESPONSIBILITIES:

- To give administrative support to the Parish Administrator, Clergy and staff
- Responding to telephone queries and passing information to relevant staff
- To receive visitors to the office and deal with basic administration tasks
- Order and accept deliveries
- To ensure accurate documentation for Church services; typing song sheets and service sheets and liaising with relevant groups as required
- To give administrative support to Clergy, in their statutory responsibilities to the community in undertaking Baptisms, Weddings and Funerals; liaising with funeral directors and members of the public, dealing with correspondence and enquiries and keeping accurate records online
- To assist with the receipt of cash and maintenance of accurate record keeping relating to Parish Hall and QRCC bookings including giving out and receiving keys/fobs for hire
- To deal with both verbal and written communication in a professional and courteous manner
- The work will involve significant use of GSuite and online data sharing/forms
- To undertake any additional duties, commensurate with the role, as requested by the Parish Administrator

This job description is intended to give a general indication of the range of work undertaken. It may vary over time as demands and priorities change.

CONFIDENTIALITY

The post holder must maintain the confidentiality of information about Christ Church and Parish Hall business. The work is often of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.