**JOB TITLE: Assistant Parish Administrator**

(14 hours per week – ideally Monday, Wednesday and Friday mornings)

**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 confidentially 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.