

ST ANNE'S CHURCH PARISH ADMINISTRATOR

We are looking for someone to take on the role of Parish Administrator at St Anne's Brondesbury, 125 Salusbury Road LONDON NW6 6RG (close to Queens Park).

This is a varied and interesting role. We are looking for someone who:

- is able to **work independently**, with a large number of people;
- has good **communication skills; and**
- can **use their own initiative** to solve a range of problems and issues as they arise.

More information about the parish is on our website: <https://st-annes-brondesbury.org.uk/>. The building is heavily used by a variety of community and commercial groups during the week, and occasionally at weekends. This role is a critical part of enabling this to happen.

For further information or to fix up an informal discussion, please contact us by email at stannesnw6@gmail.com or by telephone on 020 7604 3053 or 07379 971340.

Job Title: **St Anne's Church: Parish Administrator**

Currently 9 hours per week at a salary of £ 8,190 per annum. (£17.50 per hour for 9 hours a week for 52 weeks). There is scope for discussion about the details (eg we can be flexible around school holidays, and about working hours and days. Weekend working is not expected).

This will be paid in twelve equal payments, in arrears, into your bank account by bank transfer each month.

Principal Objective: To be responsible for the day to day building administration for St Anne's Church

Employed by: St Anne's Parochial Church Council (PCC, Registered Charity 1207687)

Line managed by: The Vicar

Internal contacts: Clergy, Churchwardens, Caretaker, Cleaners

External contacts: General public, users of Parish properties, tenants, contractors, suppliers, and members of the congregation

MAIN DUTIES AND RESPONSIBILITIES

1. Management of the Parish Office

- To work as a member of the Ministerial team, co-ordinating all parish activities, maintaining the Parish Diary, and identifying duplication or overlap of events etc
- To deal with daily communications (post, phone, answer machine, fax and email) including visitors to the office
- To keep all records in good and available order
- To deal with all ordering of goods and services relating to the effective management of the building and parish.

2. Management of the Building

- Booking and co-ordination of all spaces within the building
- Deal with day-to-day property issues
- Respond to enquiries from property users and manage emerging issues
- Ensure contracts and invoices are issued for bookings
- Meet with Buildings Committee (a sub-Committee of the Parochial Church Council) on a regular basis

3. Estate Management

- Liaison with tenants on all matters
- Focal point for all repair and maintenance work, including liaising with insurers and contractors
- Produce and send out hall hire contracts, invoices and receive payments.
- Manage service agreements for the fire alarm, fire extinguishers, lift, intruder alarm, CCTV, IT services, utility providers, photocopier and copyright license.
- Upkeep of Centre maintenance log and other records

4. Routine Financial Management

- Bookkeeping and data entry for parish accounts, reporting to and

with support from the PCC Treasurer.

- Setting up bank transfers on our bank's website, for authorization by the Vicar or the Treasurer.
- Chase up unpaid invoices.

5. Ordering of office and cleaning supplies, and managing service contracts.

6. Any other duties as required by the post