



Holy Trinity Church, Westbury-on Trym, Bristol BS9 3EQ  
0117 950 8644 - [office@westbury-parish-church.org.uk](mailto:office@westbury-parish-church.org.uk)  
[www.westbury-parish-church.org.uk](http://www.westbury-parish-church.org.uk)

## **Appointment of Parish Administrator(s) in Autumn 2020.**

16<sup>th</sup> October 2020

**Dear Applicant,**

The Parish of Westbury-on-Trym is nestled in the heart of this North Western suburb of Bristol and has been a place of Christian worship and mission for the people of the parish for well over 1300 years. We have an enthusiastic congregation who aim to be at the heart of the village, engaged with all its parts. In these pandemic days, we see new opportunities to reach out more effectively to the parish especially online and through social media. Communicating in all its forms to our parish community as well as to our congregation is vital. This work as Parish Administrator is at the heart of our communications strategy and which we hope to see develop in the years ahead.

Our current secretary leaves her post before Christmas 2020 and we seek to appoint a replacement(s) before then. The role has developed over time and we now seek to enhance the role description to include the management of a suite of Church Management software that will increase the quality of communications within the parish. We recognise that the skills set required for the post(s) are very broad and therefore have written the job description to cover two roles but would be happy to appoint one person to cover all the responsibilities if they have the necessary skills and experience. The two roles are A: Parish Administrator and B: Parish Administrator (ICT). The Job description and person specification are on our website at [www.westbury-parish-church.org.uk](http://www.westbury-parish-church.org.uk).

We hope you will consider the job description and person specification carefully and that you would like to join our exciting team to support our church in its mission to the people of Westbury-on-Trym. Please apply by email including a letter explaining how you meet the criteria on the person specification and the hours that you would like to work within the 25 available. Please include a brief CV explaining your educational qualifications with grades awarded; details of employment including dates and reasons for leaving each post. Please supply the email address of two referees who will be willing to write to support your application, ideally these should include your most recent employer and a person who can testify to the personal qualities we have described in the specification. Please complete the application by 30<sup>th</sup> October 2020.

If you have any questions before completing your application, please email me at [vicar@westbury-parish-church.org.uk](mailto:vicar@westbury-parish-church.org.uk).

With prayers and best wishes,

Fr Andre Hart



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## **Holy Trinity Parish Church, Westbury-on-Trym**

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#### **Person Specification:**

##### **Selection Criteria:**

To enable us to shortlist for both roles in a fair and unbiased way it is absolutely vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined below:

##### **Personal Qualities:**

You should possess high levels of interpersonal skills and have internal resilience and calmness to handle the many tasks that are required of our administrators.

You should be a person of honesty and integrity, who is discreet and respects confidentiality.

You should be a team player, yet able to work independently and show initiative.

You should be sympathetic and supportive of the beliefs and practices of the Anglican Church.

##### **Skills and experience required**

You will need to be able to demonstrate the ability to work efficiently, to work alone, to prioritise and to manage your own workload without close supervision.

You will be expected to liaise closely with the Vicar and Wardens and to be proactive in proposing improvements to systems that will enhance the mission of the Parish Church.

You will need to demonstrate good standards of numeracy and literacy and a confidence in use of computer software, and especially familiarity and confidence in the use of Microsoft Office, particularly Word, Excel, Publisher and Outlook.

For Role A you will require a high level of emotional intelligence and excellent interpersonal skills including a good telephone manner.

For Role B you will require additional skills in the management of databases and the confidence to personalise and develop a commercial suite of programmes for the needs of our church. Other useful skills are familiarity with the development and maintenance of websites and the potential of social media for enhanced communication.

## **Safer Recruiting.**

The roles will have access to confidential and potentially sensitive information and may include discussion with vulnerable people. As such we will have the following checks in place:

You are informed that a Disclosure and Barring enquiry will be completed and that you must declare any convictions you have and any times you have been asked to leave a post.

The post will be subject to having two supportive references, one of which must be from the most recent employer and a second from a person in authority who can attest to character and ability to handle sensitive and confidential information.



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**Job Description(s)**. The core role is applicable to both sub roles and will be carried out by person A but will be covered by person B during absences of A.

#### **Job Titles:**

- Parish Administrator A
- Parish Administrator B (ICT)

#### **Job Summary (A and B):**

- Responsible for effective and efficient communication within the Parish of Westbury-on-Trym including the pro-active improvement of communications systems
- Working in the Parish Office to act as a point of contact for a range of people seeking information including planning weddings, baptisms and funerals
- Preparing and printing service sheets and other material for regular services and other occasional events
- Providing administrative and secretarial support for the day to day functions of the Parish of Westbury-on-Trym including regular liaison meetings with Clergy and Church Wardens.

**Accountable to:** The Line Manager

**Responsible for:** None

**Key Relationships:** The Vicar and Ministry Team, Church Wardens, Line Manager, Treasurer, Director of Music, Magazine Editor and members of the local community who wish to interact with the church. Expert teams to manage software and hardware and printing facilities.

## **MAIN DUTIES:**

### **Role A.**

1. A: To be the point of contact for parish business in the office, dealing with electronic and other communications, welcoming visitors, answering questions and passing on messages or queries as appropriate to others, for example the Ministry Team and Wardens.
2. A: On a weekly basis, and as guided by the clergy and the Director of Music, to prepare and print the service sheets and related paperwork for services.
3. A: From time to time to assist in the preparation and printing of other publications such as new worship booklets and promotional materials.
4. A: On a monthly basis to pass information to the editor of the Parish Magazine, to print the completed magazine and to liaise with volunteers over the distribution of the magazine and any related inserts.
5. A: To keep up to date information on the Parish Databases which are managed by the Administrator B (ICT). This will include key personal data on members of the parish and services, events etc for the diary.
6. A: To make bookings for weddings, baptisms and funerals, liaising with Clergy and the families concerned to agree dates, and musical arrangements and links to external teams such as funeral directors. This will include advising the couple (weddings) or funeral director of the required fees and ensuring that these are received in liaison with the Treasurer/Fees officer.
7. A: To be responsible for the efficient use of the Parish multi-function printer, maintaining toner and stationery supplies, liaising with the maintaining contractors and operating the machine to print relevant documents including service sheets, the Parish Magazine and other one off booklets.
8. A: To manage a petty cash account as arranged by the Treasurer accounting for small transactions.
9. A: To manage the completion of the formal Registers of Marriages, Banns, Deaths and Baptisms, and quarterly returns to the City Council as required.

## **Parish Administrator Technical Role B**

10. B: To work with representatives of the Church Council to establish the best suite of programmes to facilitate effective communication and administration in the Parish. This will include research and links with other users of dedicated church administrative software.
11. B: To manage the installation of the software on the Office computers and populate it with key data on individuals (GDPR compliant) and calendar and events diary (which will be linked to the Parish Website)
12. B: Together with the representatives of the Church Council establish 'Groups' with leaders of each group who have rights of access and communication with the groups. This will include children and youth work, and church music groups.
13. B. To explore and then establish additional uses of the suite of programmes, for example
  - to support records of safeguarding training and compliance,
  - to support records of risk assessment and safe management of events,
  - to communicate with the parish by social media as well as email,
  - to maintain metrics on key performance data for the parish such as attendance and progress on a faith journey,
  - to explore and advise on any other ways in which the software can be used as a tool to streamline communications and administration.
14. B: To offer technical advice to the parish to maintain the efficient function of the computers, broadband facility and other technical advances.

## **Roles A and B**

15. A and B: To be a Key Holder for the Parish office taking responsibility for opening and locking up at the end of work sessions. To be one of the Key holders for the Parish Church and the College and share responsibility for unlocking and locking the churchyard and church buildings as agreed with the Church Wardens and Vicar.
16. A: and B: To meet regularly with the line manager to reflect on the ways in which the service to the parish can be improved including attending relevant training and to discuss the wellbeing of the Administrators.
17. A and B: To have responsibility for the housekeeping of the parish office and keeping it in good order.
18. A and B: To comply with terms and conditions of service\*
19. A and B: To comply with Health and Safety legislation and local guidance\*
20. A and B: To comply with Parish Safeguarding Policy and Lone Working Policy\*
21. A and B: To ensure the principles of confidentiality and the requirements of the Data Protection Act are fully applied to the role\*
22. A and B: To promote the PCC equal opportunities policy in all aspects of your duties\*
23. A and B: To undertake any such other tasks as may be reasonably assigned by the post holder's line manager.

## **Working Terms and Conditions;**

Both roles A and B will be **line managed** by an appropriately experienced parishioner who will meet regularly with the administrators to facilitate their training and wellbeing. There will be a period of induction and probation of 6 months and further regular appraisal managed by the line manager. The notice period on either side will be 1 week during the probationary period and one calendar month after that period.

### **Salary. Pay Scale**

- Roles A and B will be paid at an hourly rate in the range £10 to £12, depending on skills and experience prior to application. The Pay Scale subject to annual review by the Parochial Church Council (PCC)

### **Hours.**

- Role A is an all year-round permanent role (subject to successful completion of a probationary period of 6 months) of 15 hours per week. There will be core time when the employee will be the sole worker in the Parish office answering questions and emails.
- Role B has core hours of 10 hours per week but in the first six months will be expected to complete additional hours to establish the computer software suite. It is an all year-round permanent role (subject to successful completion of a probationary period of 6 months) of 10 hours per week
- If the roles are combined 25 hours will be worked with times to be agreed with the line manager.

**Work Base.** The Administrators will work in the Parish Office which is located on the site of the Parish Church in Church Road Westbury-on-Trym.

- Administrator A will be expected to be in the office and available to visitors for most of their hours.
- Administrator B's work base can be flexible recognising the need to liaise with others and home working will be possible as long as at least 1 hour on two days are spent in the parish office to liaise with Administrator A and there will be an expectation to cover A's roles during holiday times.

**Holidays:** Holiday leave is 20 days plus 8 public holidays. Entitlement is pro-rated for non-full-time workers.

**Pension arrangements:** A work-place pension scheme is available. The PCC will contribute at the statutory rates under the auto enrolment rules for jobholders (currently 3% employer contributions and 5% employee contributions on earnings in excess of £6,240). Entitled workers may join the scheme but the PCC will not make contributions.

**Sick Pay:** During the first 6 months of employment the employee is entitled to 2 weeks of sick leave on full pay, for the next 6 months 4 weeks, and thereafter 6 weeks pa.

This is a description of the job and it is constituted on the effective date shown below. It is the practice of the Parochial Church Council to periodically review job descriptions, update them and ensure they relate to the job performed, or to incorporate and propose changes. The appropriate manager in consultation with the post holder will conduct this procedure. In these circumstances it will be the aim to reach agreement on the reasonable changes, but if agreement is not possible, the PCC reserves the right to make changes to the job description following consultation.

Wider Terms and Conditions are available in our employment handbook and associated policies\* which will be made available to successful applicants.

Effective Date:

Revised Date:

Ref: Personnel/JD/ Administrators: