**The Parish of Streatham Vale**

**The Holy Redeemer Church**

**To know Jesus and make Him known**

**reach grow serve support**

**Parish Administrator**

**Job Description**

**Communication and publicity management**

* Update the church website and social media details of upcoming events or other information as directed.
* Collate, edit, and distribute an email newsletter to registered subscribers
* Assist in the printing and/or distribution (in the case of electronic materials) of publicity for church events as provided by the event organisers
* Attend weekly staff business meeting of approximately 90 minutes.

**Relief of the Vicar’s administrative work**

* Freeing up the Vicar to preach and pray by taking on some administration relating to non-pastoral issues not covered in general administrative duties.

**Manage the hire of the buildings.**

* Respond to enquiries and manage the calendar including taking payments and raising invoices, receipts and manage arrears for all hall hires.
* Be the point of contact for hall hirers to report building maintenance issues and forward these to the buildings team.
* As part of manging hall hirers, and in collaboration with buildings team, complete regular checks on the state of the hall, and other areas hired for use, before/after one-off hires and on a scheduled basis for regular hirers.
* Co-ordinate with the buildings team to schedule and have carried out statutory inspections (eg gas safety, electrical safety, fire extinguishers, etc.) and maintain records / reports of these inspections
* Be available at mutually convenient times to open the hall for one off / initial hire
* Oversee the work of the cleaning company and liaise with team leaders with requirements

**General administrative duties to support the smooth running of the Church**

* Act as first point of contact and answer general enquiries by post / email / telephone
* Operate and maintain an easy to access and up to date filing system to include management of the shared drive and its access.
* Maintain a tidy office environment
* Keep records of PCC minutes
* Provide administrative support to PCC Secretary to duplicate supporting documents and reports for the AGM
* Communicate with Southwark Diocese on any Diocese related matters, and assist with the compilation and submission of the church’s annual return
* Liase with Churchwarden with the preparation of the annual inspection
* Co-ordinate the submission of statistics/annual returns for the Charities commission
* Manage purchasing of consumables for the church office~~s~~ and for church services.
* Coordinating the rota for people serving at the church services eg: sharing the bible passages and updating prayer points.

**Support the parish treasurer**

* Administer, record, and reconcile financial giving to the church including: the Sunday collections, bank deposits (i.e. standing orders), and other online giving.
* Raise invoices / pay bills for buildings / any finances connected to the buildings or running of the work of the church in Xero (the church’s chosen accounting package)
* Administer and record expense claims submitted by team members in accordance with the churches expense claims policy.
* Undertake any other Xero administration as directed

**Support the safeguarding officers**

* Maintain the list of DBS cleared volunteers and inform safeguarding officers / DBS co-ordinators of those close to expiry.
* Assist safeguarding officers to co-ordinate booking regular safeguarding training for teams and leaders
* Keep records of risk assessments and ensure these are completed by the leadership teams meeting in the church, and for hirers of the hall.

**To perform all other such tasks which from time to time may be reasonably asked.**

**I (NAME)……………………………………………….. acknowledge receipt of a copy of this document ……………………………..(DATE)**