

JOB DESCRIPTION

ANGLICAN DIOCESE OF BUNBURY, WESTERN AUSTRALIA

JOB TITLE	Parish Administrator		
REPORTS TO	Priest-in-Charge		
STATUS	Full / Part Time Salaried Position	HOURS	

ROLE

The role of the Parish Administrator is to provide comprehensive administrative support to the Parish Priest and wardens to ensure the smooth and effective functioning of the Parish.

DUTIES SUMMARY

Provides receptionist and visitor support for people contacting the Parish.
Assists with the day to day running of the Parish attending to administrative matters as required by the Priest-in-Charge, including support for Safe Church Systems and Compliance and data management.
Assists with the management of the Parish's finances and resources.
Contributes to the Parish's communication and marketing activities, including pew sheets, newsletters, presentations, website and social media.
Ensures the sound management and support for the provision of up to date Parish information, offering respectful liaison and enabling positive relationships.

SKILLS AND REQUIREMENTS

Essential	
1.	A committed Christian, with demonstrated sound interpersonal skills.
2.	Significant experience and knowledge of general secretarial and administrative functions.
3.	Strong organisational and problem solving skills.
4.	A high level of attention to detail and able to work independently, take initiative and meet deadlines working under pressure.
5.	Highly proficient in the use of computer applications, including word processing, spreadsheets, Powerpoint, Publisher, Website, social media and emails.
6.	Friendly and professional, with an ability to build a good rapport with people from all backgrounds.
7.	Excellent verbal and written communications skills, with a demonstrated ability to prepare letters, newsletters, documents, circulars and minutes; online communications, website management.
8.	Experience and knowledge in financial management, including the processing of accounts.
9.	A good understanding of information, records and database management.
10.	Demonstrated appreciation of and ability to maintain a high level of confidentiality and capacity to take direction.
Desirable	
1.	A good understanding of the functioning of Anglican Church.

Signed: Employer Representative _____
Job Holder _____

Date __/__/____
Date __/__/____

PARISH ADMINISTRATOR

LIST OF DUTIES

1.	Provides reception and visitor support services for people contacting the Church
1.1	Greet and assist people contacting the church and parish to access the services they require.
1.2	Attend to telephone, electronic and personal enquiries.
1.3	Arrange bookings for weddings, baptisms and funerals, and communicate with relevant parties.
2.	Assists with the day to day running of the Church.
2.1	Provide a secretarial service to the Priest-in-Charge, including maintaining diary, booking meetings and appointments and providing online and administrative support, working independently and enabling the Priest to provide pastoral and ministry support.
2.2	Provide secretarial support as required by the Priest, including agendas, taking minutes, organising catering, and following up action items.
2.3	Assist with the arrangement of functions.
2.4	Provide general administrative support such as word processing, photocopying, mail outs, data entry and administrative, and website and social media support.
2.5	Monitor maintenance and standard of Church grounds and buildings and, in consultation with the Priest and wardens, and arranges rectification of issues that arise.
2.6	Maintain the Church calendar and associated communications.
3.	Assists with the management of the Church's finances and resources
3.1	Arrange the requisitioning of goods, supplies, stationery and services.
3.2	Process accounts payable and receivable.
3.3	Maintain records and arrange banking of donations and other such income.
3.4	Maintain petty cash float and records.
3.5	Maintain general ledger details and assist with the preparation of financial reports.
4.	Contributes to the Church communication and marketing activities.
4.1	Draft newsletters, pew sheet, flyers and circulars, utilising skills in Powerpoint, Publisher and other relevant software.
4.2	Ensure that information on the Church's website is current and updated.
4.3	Monitor and work with the Priest to address any incoming queries through the website and track social media and posting as required.
4.4	Assist with and participate in marketing and promotional activities.
5.	Ensures the sound management of Church information including Safe Church.
5.1	Ensure compliance with regulatory requirements around Church records and other information and maintain a high level of confidentiality around information to which the position has access.
5.2	Maintain accurate records of Church membership, contact lists and office holders in line with Church legislation.
5.3	Maintain Church registers.
5.4	Prepare and arrange distribution of relevant information, certificates, etc. to meet liturgical and legal obligations.

Signed: Employer Representative _____
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Date __/__/____
 Date __/__/____