



ALL SAINTS
HIGH WYCOMBE

JOB DESCRIPTION

Post: Parish Administrator
Hours: 22 hours per week (currently 9.00am to 2.30pm four days a week)
Location: Oakley Hall, Castle Street, High Wycombe
Salary: £13,640 per annum

Main Purpose of Role

Reporting to the Team Rector, the parish administrator provides general administrative support for the Team Rector, All Saints Church, its staff and leadership teams and coordinates the management of the church hall and meeting rooms (Oakley Hall)

Key Responsibilities

- First point of contact for members of the public, schools and groups regarding All Saints Church services and activities, including baptisms, weddings, funerals and concerts
- Handle email, telephone and face to face enquiries passing to the relevant team member as appropriate
- Manage diary bookings for the Church building and organ, liaising with the Church Activities Coordinator and Director of Music where relevant
- Provide administrative support for weekly worship, special services and activities through:
 - preparation and collation of the weekly news sheet and printing of service sheets
 - printing and distribution of posters and other material for the church to display
 - weekly update of church website “what’s on” page
 - printing of the monthly music list and lunchtime concert list and programmes
 - distribution and amendments of rotas
- Basic financial assistance, liaising with the Church and Oakley Hall Treasurers – including preparation and dispatch of invoices and cheque payments, as well as maintaining the petty cash book
- Purchase of office and Church supplies
- Administrative support for the Parochial Church Council (PCC) where needed, including General Data Protection Regulation (GDPR) compliance and charity commission/diocese updates as required
- First point of contact for members of the public and tenants in respect of Oakley Hall, with responsibility for the room/hall bookings diary and issue of keys and car parking permits
- Oversee maintenance of the Oakley Hall, including supervision of the cleaner and ensure fire, health and safety compliance working with the Oakley Hall Committee

The successful candidate will:

- Be able to work well alone and within a team
- Be accurate with an attention to detail
- Be organised and efficient
- Have strong written and oral communication skills
- Be proficient in Outlook, MS Office etc.
- Be sympathetic to the aims and mission of All Saints church
- Be able to relate to and communicate with people from all backgrounds and with differing needs
- Be flexible and adaptable
- Be self-motivated and able to take the initiative
- Be trustworthy, discreet and understand the need for confidentiality

Additional information

Although not essential, a basic understanding of the liturgical seasons of the Church of England would be useful