

ST LAURENCE'S PARISH ADMINISTRATOR - JOB DESCRIPTION

Job title:	Parish Administrator
Location:	St Laurence's Church, Milton Road, Cambridge
Salary:	£25k-£30k full time equivalent, pro-rata for part-time hours
Hours of work:	18 hours per week
Working hours:	Weekdays during office hours – some flexibility required for occasional attendance at parish meetings and events
Working arrangements:	Primarily office-based – scope for some hybrid working

Job Purpose: To manage the parish office and facilities, provide administrative support to the clergy in their service to the parish, and enable the work of parish groups and volunteers.

Line Management: Reports to Parish Priest. Regular appraisal is in place. Management and volunteering support for the office is provided by the Parish Office & Staff team.

Principal duties and responsibilities	<ol style="list-style-type: none">1. Administrative and reception tasks.2. Support for liturgical and other parish events.3. Assistance with parish communications.4. Support for maintenance of church buildings, grounds, and facilities.
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1 Administrative and reception tasks

- To maintain an efficient and safe working environment in the office.
- To deal with incoming communications by phone, email, and post.
- To greet visitors during office hours (e.g., clergy, tradesmen, contractors, parishioners, homeless...) with appropriate welcome and respond to enquiries, where necessary with referral to the Parish Priest or relevant parishioners / groups.
- To maintain a shared parish diary, recording events and use of facilities.
- To help the Parish Priest manage his diary, coordinated with parish and diocesan diaries.
- To arrange cover when the Parish Priest will be absent and co-ordinate supply priests.
- To maintain an efficient filing system for parish correspondence and records.
- To order church and parish stationery, liturgical items, and other stock and equipment; to liaise with volunteers on orders for the repository (point-of-sale for devotional items).
- To handle & keep appropriate records of cash/cheque transactions, including stipends.
- To keep accurate records of orders placed and liaise with the Treasurer on payment.
- To prepare papers for parish groups and committees, as required.
- To liaise with the IT Group to troubleshoot IT or reprographic issues.
- To document and continuously improve processes and systems in the office.
- To work collaboratively to coordinate volunteer support for the work of the office.
- To provide other support to the Parish Priest, as required.

2 Liturgical and other parish events

- To field enquiries about baptisms, funerals, weddings, confirmations, first holy communions; to advise enquirers about the process for these sacraments; to book and ensure readiness of facilities and clergy.
- To keep an accurate diary of baptisms, weddings, and funerals.
- To prepare papers and certificates for baptisms, marriages, and funerals, and maintain relevant parish records.
- To monitor the liturgical calendar and plan for upcoming events (e.g., feasts, sacraments, second collections at Masses).
- To support parish events and outings (e.g., organising transport), liaising with organisers.
- To ensure relevant people are informed of events (e.g., keyholders, rota organisers).
- To handle booking processes and any fees for events.
- To provide other administrative support for pastoral activities, as required.

3 Parish communications

- To work with volunteers to help maintain the parish database and other contact lists in compliance with GDPR requirements.
- To prepare, check and print parish newsletters, Mass sheets, and notices.
- To prepare and distribute Keep in Touch emails.
- To maintain parish noticeboards and information for the website (in conjunction with the Communications team), ensuring notices are relevant, appropriate and current.
- To work with other staff and volunteers to continuously improve parish communication.

4 Church buildings, grounds and facilities

- To manage the booking and day-to-day running of the church and parish rooms.
- To liaise with the car park management contractor over the operation of the contract.
- To ensure appropriate access to keys and combinations, maintaining a keyholder record.
- To organise and coordinate cleaning.
- To act as line manager to the church cleaner, ensuring necessary support for their work, a quarterly performance meeting, and management of absence and holidays.
- To monitor the tidiness of the church buildings and grounds and to collaborate with parish volunteers to keep the church tidy and organise minor repairs.
- To monitor and organise regular servicing and maintenance of equipment and facilities.

PERSON SPECIFICATION

Criteria	Description	Essential or Desirable
Experience & Values	<ol style="list-style-type: none"> 1. Relevant experience as an Administrator, Secretary, or similar, in a responsible position. 2. Sympathetic to Christian values and willing to promote involvement in the sacraments and activities of the Catholic Church to those in contact with St Laurence's 3. An understanding of the social and moral teachings of the Catholic Church. 4. An awareness of safeguarding protocols and relevant lines of communication. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
Skills	<ol style="list-style-type: none"> 1. Excellent organisational skills, able to prioritise and meet tight deadlines. 2. Strong communication skills, both written and verbal, showing, when necessary, diplomacy, compassion, and firmness. 3. Ability to work within a small team alongside other paid staff and volunteers. 4. Ability to manage challenging situations and solve problems, working effectively with a wide range of people 5. Ability to work alone, using initiative, and with a flexible approach. 6. Ability to work with complete discretion and confidentiality. 7. Ability to project a friendly, professional manner, both in person and on the telephone. 8. Ability to create, maintain, and develop clear, well-documented processes and supporting materials. 9. Ability to work with information technology – at least intermediate-level skills with Microsoft Office programs, including Word, Excel and Outlook. 10. Attention to detail and accuracy in the management of data and recording of information. 11. Ability to present information clearly – experience such as layout of newsletters or presentation materials would be helpful 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E/D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required.

