

# **ROLE DESCRIPTION**

## **KEY DETAILS**

<b>Role Title:</b>	Haldon Mission Community (HMC) Administrator
<b>Reporting to:</b>	Team Rector
<b>Employer:</b>	The PCC of St Michael's working on behalf of the Haldon Mission Community, consisting of eight churches: St James West Teignmouth and St Michael the Archangel East Teignmouth, St Peter's Shaldon with St Nicholas Ringmore, St John's Bishopsteignton, St Nectan's Ashcombe and St Mary the Virgin Ideford with St John's Luton.
<b>Hours:</b>	Part time, 15 hours per week.
<b>Salary:</b>	<b>£12.60 per hour the current Real Living Wage</b>
<b>Key Relationships:</b>	The Team Rector will be your line manager collaborating closely with the Team Vicar, Churchwardens and Treasurers.

## **NATURE OF WORK**

### **Role Purpose:**

- Attend the church office at St Michael's, Teignmouth as required.
- Provide administrative support to the Team Rector and Team Vicar
- Oversee and coordinate designated day-to-day administrative operations of the churches, working closely with the Team Rector, Team Vicar, Churchwardens and Treasurers.
- Collaborate and support volunteers encouraging them to manage church-related tasks independently where possible, following consultation with clergy.
- Attend the church office at St Michael's as required.

### **Key Relationships:**

Team Rector, Team Vicar, Churchwardens, webmaster and treasurers.

### **Key Responsibilities and Duties:**

#### **1. Parish communication:**

- Serve as the central information contact point responding to email and phone enquiries professionally and directing them as necessary.
- Maintain and update the bereavement and deceased contacts list, supporting Clergy and volunteers in notifying families for events (e.g. All Souls service)
- Manage the website calendar, ensuring data accuracy and timeliness.

- Coordinate bookings for St Michael's liaising with the Treasurer and Social Committee to support users of church facilities; assisting other churches as required.
- Collaborate with volunteers to produce weekly pew sheets and other publications.
- Support wedding administration, including handling initial enquiries, maintaining the online wedding register, liaising with couples and Clergy, preparing banns and drafting relevant documents.
- Promote events via the website, Facebook and other social media platforms.
- Support clergy in producing and distributing online ministry rotas, ensuring availability is checked and confirmed.

## 2. Support for Worship:

- Produce and distribute church notices and other documents for Clergy and Church Officers.
- Reproduce service booklets, special orders of services and other external publications as and when required.

## 3. Office Management:

- Prepare and submit invoices and fee sheets for weddings, funerals and other income-generating activities in coordination with the Treasurers and using our online system.
- Manage stationery supplies, maintaining stock and submitting expenses to the Treasurer.
- Maintain a well-organised and efficient work environment.

## 4. Safeguarding and Data Protection:

- Maintain oversight of Data Protection practices, ensuring compliance with relevant policies.
- Serve as the point of access to the Parish Dashboard for all Parish Church Councils (PCCs), generating reports upon request for meetings.
- Ensure adherence to all diocesan safeguarding policies and procedures.
- Complete Basic Safeguarding training
- Receive and comply with Safer Recruitment training and policies.
- Stay updated on safeguarding issues relevant to the Church Team Administrator role through ongoing training and collaboration with the Team Rector.

## 5. General:

- Attend regular supervision and support sessions with the Team Rector or Team Vicar
- Support change initiatives as required.
- Under the Team Rector's guidance, lead or assist with ad-hoc projects, including research and report preparation on church matters.
- Undertake other duties as reasonably expected and in line with church values.

## 6. Equality and Diversity

- Help the Team Rector and PCCs to develop and promote strategies for equality, diversity, and inclusion, aiming to enhance workforce diversity in line with the Church vision.
- Model inclusive behaviour in daily work practices.
- Follow Church policies on equal opportunity.

## PERSON SPECIFICATION

### **Essential Qualifications and Skills:**

- Strong administrative abilities with a high level of organisation
- Self-motivated, with openness to receive feedback and instructions
- Excellent attention to detail
- Proficient in IT, including Microsoft Teams, Canva, Facebook, Excel and Word
- Willing and able to instruct others in the use of church administrative systems
- Proactive problem-solving skills and attention to potential issues
- Friendly, approachable and able to communicate effectively with people from diverse backgrounds
- High level of confidentiality; able to handle sensitive information appropriately and responsibly. Not prone to gossip.
- Sensitive to the Christian values and mission of the church community.

### **Desirable Qualifications and Skills:**

- Advanced administrative expertise
- Creative eye for producing visually appealing publications
- Positive engagement with social media to raise the profile of the Haldon Mission Community