



# CAVERSHAM THAMESIDE AND MAPLEDURHAM

ST MARGARET · ST PETER · ST JOHN

## Parish of Caversham Thameside and Mapledurham

**JOB TITLE:** Parish Administrator  
**EMPLOYER:** Parish of Caversham Thameside and Mapledurham  
**LINE MANAGER:** Rector of Caversham Thameside and Mapledurham  
**LOCATION:** Parish Rooms, 20 Church Road, Caversham, Reading RG4 7AD

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Christian vision, ethos and principles underpin all aspects of the way the parish of Caversham Thameside and Mapledurham (CTM) runs. The post-holder must be committed to CTM's principles and values. Under the leadership of the Rector, the parish is focusing on its vision to Become a Christ-like Community, currently being delivered through five priorities.

### JOB PURPOSE

**To provide a professional secretarial and administrative service to the parish and our Rector (who has primary responsibility for this parish including the oversight and pastoral care of clergy and churches) and oversee the work of the parish office.**

### Overview

The Parish of Caversham Thameside and Mapledurham is north of the river Thames in Reading, Berkshire, and consists of three churches: St Peter Caversham, St Margaret Mapledurham, and St John the Baptist Caversham. The parish has a number of clergy, paid staff and volunteers supporting the three churches led by the Rector Mike Smith.

### Principal Accountabilities

1.	To be the Parish Administrator, providing secretarial and administrative support to the parish and overseeing the work of the parish office	60%
2.	To act as the secretary to the Parochial Church Council (PCC) and its Standing Committee	20%
3.	To support the work of the Rector by providing confidential secretarial and administrative support	10%
4.	To act as the Electoral Roll Officer, Data Protection Officer, and a DBS verifier for the parish	10%

## Main duties and responsibilities

This document outlines the current duties to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may vary from time to time.

As a parish we are currently in a time of change of our systems and processes, and we are starting to use more electronic and online tools to assist our administration. The person appointed to this role will be asked to work with staff and volunteers to determine current "best practice" in similar situations and come to a consensus what is suitable in our parish. The tools used to administer the many tasks that are listed here may therefore change during the duration of the person in post.

- **Parish Administrator**

- Being the advertised primary point of contact into the parish
- Being the primary administrative point of contact within the parish for church and parish officers, liaising with Church Leadership Teams and other parts of the parish governance structure as needed
- Dealing with postal, email and telephone correspondence and enquiries, booking appointments and meetings
- Administration for life events – baptisms, weddings and funerals
  - Acting as the initial point of contact
  - Keeping up to date lists of bookings and liaising with service officiants
  - Identity checks, Forms, bookings, payments and checking legal requirements
  - Liaising with register offices and funeral directors
  - Administering the calling of wedding banns
  - Handling fees and reconciling the accounts
- Drafting and printing orders of service, weekly parish notices, and a wide range of other parish material for services and events
- Managing office systems that deal efficiently with flows of information throughout the parish, including filing and archiving, ensuring the long-term preservation of paper and digital material according to policy
- Producing a parish directory every year as needed
- Printing and photocopying for clergy, paid staff and churches
- Ordering supplies for the parish e.g., stationary, palm crosses, lectionaries, candles
- Supporting the parish treasurer with ad-hoc financial duties
- Helping maintain online calendars for churches and clergy
- Oversight of the parish photocopier and other office equipment, ordering supplies and arranging maintenance
- Basic caretaking duties with regard to the Parish Rooms

- **PCC secretary**

- Creating agenda for PCC meetings and PCC Standing Committee and sending to members
- Attending PCC (six meetings per year in the evening) and PCC Standing Committee meetings (occasional as needed), taking minutes at both
- Following through on actions from these meetings, liaising with those responsible for actions

- Coordinating the production of the parish annual report, and arranging the Annual Parochial Church Meeting (APCM), drafting the agenda, taking minutes, following up from the meeting
- Acting as a point of contact from the Deanery of Reading, Diocese of Oxford and national Church of England including collecting and providing required statistics and information to the Diocese and other national bodies
- Arrange review of, and publish once agreed, parish policies
- **PA to the Rector**
  - Meeting weekly with the Rector to discuss tasks and assignments, taking a proactive role in forward planning
  - Providing secretarial assistance and administrative support, including typing letters, producing leaflets, mail shots, posters and fliers
  - Assisting with the management of the Rector's diary, including the booking of appointments, management of preparation time, dealing with correspondence, and assisting with travel arrangements
  - Assisting with managing contact information
  - Carrying out background research
  - Liaising with other groups and organisations
  - Supporting the Rector with ad hoc administrative tasks
- **Electoral Roll Officer**
  - Maintain and publish the parish electoral roll, according to national policy, and reporting on its status to the APCM and diocese.
- **Safeguarding DBS Verifier**
  - Checking documents for identity verification for DBS applications
  - Reference checking for DBS applications
  - Maintaining records of DBS renewals and safeguarding training
  - Updating the online Parish Safeguarding dashboard
- **Data Protection Officer**
  - Acting as the point of contact for all Data Protection enquiries including Subject Access Requests
  - Providing support and guidance to the Rector and PCC, as Data Controllers, to ensure the processing of data is carried out lawfully
  - Ensuring all current and historic data and information held is managed according to agreed church policy, and transferred to the appropriate archive office
  - Liaising with the Diocese of Oxford when required

## **PROFESSIONAL STANDARDS, KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential:**

- Current or recent experience as a PA or similar role supporting a church, charity or small company and its director
- In sympathy with the Christian faith and the mission of our parish
- Excellent secretarial, administrative and organisational skills with high levels of accuracy and good attention to detail
- Experience of dealing with the public, including people in distress, with excellent interpersonal and communication skills, written and verbal
- Good working knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint and Publisher, and DropBox
- Desire to help parish transition from paper-based to electronic and online based administrative systems and processes, including the use of ChurchSuite
- Knowledge of office management systems and procedures
- Ability to maintain a high degree of confidentiality and discretion when dealing with sensitive and private matters
- A strong sense of 'can do attitude' with the ability to act on own initiative and make your own decisions within agreed guidelines, prioritising work and adhere to tight timescales with the initiative and flexibility to be able to respond to changing priorities
- Ability to work routinely without supervision as a lone worker
- Desire to take up training offered, learn new technical skills, especially as they affect weddings and funerals

### **Desirable:**

- Awareness of Data Protection and Safeguarding regulations when processing personal data
- Ability to research, digest, analyse and present material clearly and concisely
- Have an understanding of the work of the Church of England
- Experience of handling bank accounts and of simple bookkeeping practices with high degree of accuracy
- Familiarity with social media and website management

## Terms of employment

Remuneration	£13,500-£14500 per year
Hours of work	20 hours per week (days each week to be negotiated with the successful candidate, but our preference is for 4 x 5-hour days on Monday, Tuesday, Wednesday and Thursday each week). Some evening work will be required and, on those days, working hours will be adjusted.
Place of work	Parish Rooms, 20 Church Road, Caversham, Reading RG4 7AD
Holidays	5.6 weeks (equivalent to 22.4 days based on a 4-day working week) plus bank holidays
Pension Provision	You will be enrolled in the pension scheme provided by the parish
Probation period	3 months, during which time progress is regularly reviewed. The parish reserves the right to extend the probation period, if necessary.

**NOTE:** The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities and whenever reasonably instructed.

It is the practice of the parish to review job descriptions regularly to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.