

Job Description: Parish Support (Administration)



August 2024

Job Title:	Parish Support (Administration)
Responsible to:	Churchwardens (2)
Principal workplace:	St Mary Magdalene Vestry Office, 10a Wiseton Road, London SW17 7EE (option to work remotely for part of the time).
Contract:	Initial 12 month contract, 16 hours per week spread across 4 - 5 business days. Occasional out-of-hours working may be needed.
Salary:	London Living Wage (currently £13.15 p/h)
Annual Leave:	25 days (including public holidays) pro-rata

Context

St Mary Magdalene is a Church of England parish in the Diocese of Southwark. We are a lively, inclusive group of people people in Wandsworth Common, eager to share the love and compassion of our faith. You will be working daily with faith leaders and local residents.

Objective

To support the administrative duties of church life, particularly while a new vicar is being recruited following the retirement of our much-loved vicar. To help us move forward in our social media and communications.

Duties and Responsibilities

1. Administration

- To set up and implement a Parish Administrative software system such as ChurchSuite. <https://www.churchsuite.com> with training, if needed.
- Prepare and circulate allocated rotas, minutes and reports.
- Keep up-to-date the Parish databases and lists - e.g. Contact List and Mail Chimp.
- Undertake administrative work associated with baptisms, marriages and funerals;
- Assist with enquiries about hiring of the church premises for functions, events, parties, etc.
- Liaise with and supply administrative support for the Churchwardens, Clergy and PCC (Parochial Church Council) as required.
- To review and implement GDPR practices.
- To review and update all church online accounts and implement a secure way of storing log-ins and passwords.
- To review and renew other existing parish computer software.
- Organise and upload relevant files to Dropbox (or equivalent) and set access restrictions, where needed.

2. Social Media

- To update and manage our social media accounts and website.
- To manage our <https://www.achurchnearyou.com> account

3. Office Management

- Be responsible for the smooth running of the parish office including telephone, computer, photocopier/printer and any other office equipment and orders of stationery supplies and sundries.

4. Training Others

- To share skills and expertise in the new Administrative system, website and social media.

5. Other Responsibilities

- Distribute any non-routine tasks or other projects to the appropriate people, as necessary.

Notes:

- Training and support will be given where necessary to enable the fulfilment of your parish support role.
- This job description does not form part of the employee's contract of employment and is provided for guidance only. The precise duties and responsibilities of your role may be expected to change over time. You will be consulted over any proposed changes to this job description before implementation.
- Please take a look at our website: <https://www.smmwandsworth.org.uk>

Applications

Please send your application by **Saturday 21st September 2024**.

Please send a CV showing relevant skills and experience and a covering letter to: info@smmwandsworth.org.uk

Interviews will be held at the beginning of October 2024 (timings to be arranged) with the aim of making an offer by mid-October and to welcoming the successful applicant as soon as possible. Thank you for your interest in joining us.