

The Benefice of Ruscombe & Twyford



including the Twyford Area Local Ecumenical Partnership

St Mary's Church Centre
Station Road, Twyford, Reading, Berks RG10 9NT



JOB DESCRIPTION

PARISH ADMINISTRATOR

Overview

The parish administrator plays a vital role within the church leadership team. They support the smooth running of day to day and one-off activities throughout the parish, and work closely with the vicar, the churchwardens and other paid roles/volunteers with key responsibilities. Based in the office at St Mary's Church Centre, they are responsible for providing a professional and welcoming 'front door' to the Parish/LEP for all enquiries. They act as a first point of contact to those requiring pastoral support or calling to arrange weddings, baptisms and funerals.

St Mary's Church in Twyford and St James' Church in Ruscombe together form the parish of Ruscombe and Twyford, which is part of the diocese of Oxford and Sonning Deanery. The churches are also part of an active and supportive Local Ecumenical Partnership (LEP) with Twyford United Reform Church, which stands adjacent to St Mary's.

This is an established role that will become vacant due to retirement. The successful applicant will likely be able to work alongside the existing postholder for a period of time to ensure a smooth transition.

Person Specification

The role requires a calm individual with excellent inter-personal and organisational skills. It also requires tact and discretion when dealing with enquiries of a personal or pastoral nature.

Applicants should have confidence in using IT, including Microsoft Office and digital communication tools, and the ability to work independently and manage a varied workload. Sympathy with the Christian faith and a willingness to work in a church environment is essential.

Ruscombe and Twyford PCC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake appropriate safeguarding training.

Roles and Responsibilities

The following (not necessarily exhaustive) list details the tasks undertaken on a regular or occasional basis by the office team, and for which the Parish Administrator takes overall responsibility:

Office Management

- Manage correspondence: email, post, and phone enquiries as first point of contact for the public and members of the congregation
- Publicise events, services, and special occasions across noticeboards, website and social media
- Prepare and distribute weekly email news sheet

- Maintain parish records, files, and databases (including registers of baptisms, weddings, funerals)
- Maintain office, church and catering supplies
- Develop and review policies and procedures
- Process invoices and liaise with the finance team, as appropriate
- Distribute minutes for PCC, Steering Committee, Church Meeting, etc.
- Maintain computer systems and ensure good record keeping
- Ensure GDPR compliance and secure handling of sensitive data
- Ensure parochial, diocesan and national Church governance is followed

Church Services and Events

- Maintain church calendar and coordinate all bookings
- Coordinate arrangements for funerals, weddings and baptisms
- Coordinate service rotas for clergy and volunteers, including liaison with the URC
- Prepare materials for church services and other events
- Support preparations for seasonal services (e.g. Easter, Christmas)
- Provide logistical support with the running of some church events

Church and Centre Buildings

- Manage parish hall, including enquiries, private hire, invoicing, unlocking and highlighting repairs
- Liaise with contractors and suppliers for maintenance needs
- In conjunction with churchwardens, maintain oversight of church & centre cleaners
- Ensure appropriate health and safety procedures and documentation are in place
- Organise routine maintenance and checks as appropriate, e.g. lightning conductor check, PAT testing, window cleaning, etc.

Details

Pay – from £16 per hour (£18,304 annually)

Hours – 22 hours per week, Monday to Thursday, with some flexibility

Annual leave entitlement – 6 weeks' paid holiday per year (pro rata), including public holidays

Pension scheme – in compliance with the Government Workplace Pension legislation

Reporting to – Rev Mark Gould

The post will be offered to a successful candidate subject to all appropriate safeguarding checks, satisfactory references and proof of eligibility to work in the UK.