

## **JOB DESCRIPTION**

### **ABOUT ST MARY AND ST MARGARET**

St Mary and St Margaret C of E, Castle Bromwich, is a major parish in the Deanery of Coleshill and the Diocese of Birmingham. The parish is in the northernmost part of the Solihull Metropolitan Borough, on the edge of East Birmingham and only a short distance from rural Warwickshire. The parish embraces the old village and the Parkfield estate. There is easy access to motorway links (M42 and M6), and Birmingham International airport and train station.

St Mary and St Margaret is governed by its own Parochial Church Council (PCC) and is registered as an independent charity (reg. no. 1146681). The church receives no external funding and is entirely self-financing.

The church is grade I listed. It was rebuilt, in the neo-classical style, between 1725 and 1731, around the previous medieval timber framed church. The exterior was encased by locally made brick and the interior by lath and plaster. The church is well-loved by the congregation and local community, and attracts wedding couples, baptism families and funeral from outside of the parish.

The Community Hall opened in January 2013, after a long period of planning and committed fundraising by the congregation and wider community. The Community Hall is a well-equipped, modern, single storey building, located on the south side of the church. It was sympathetically built using hand-made bricks. It is a fully accessible, separate building, comprising a registered kitchen (rated 5 for hygiene by the FSA), the parish office, toilet facilities and a good-sized room. The Community Hall was consecrated by the Bishop and is used for a variety of church activities (including café worship, Sunday school and service of the word). It is at the heart of our outreach activities, hosting a weekly coffee morning, a monthly soup and roll lunch and a luncheon club which meets every two months, many social and fundraising events also take place in the hall and it is used by community groups, including a non-profit playgroup and Castle Bromwich Lions. The Community Hall is let for regular and private bookings, the income generated by bookings covers the daily running costs and staffing.

Mission, outreach, thanksgiving and celebration, are at the heart of the ethos in our parish. We are an open and inclusive Church, and warmly welcome everyone at St Mary and St Margaret, whatever their background or previous experience of Christian worship. We are looking to grow every individual as a Child of God through close ties with the Church school and in our wider Church community.

Job Title	Parish Administrator
Key Purpose of Job	To take charge of the Community Hall bookings at St Mary and St Margaret and to support the Rector and church in parish administration. To promote the church, its facilities and activities through online media. The role reports to the Rector as line manager.
Role and responsibilities.	<p>The postholder will take charge of all aspects of Community Hall bookings at St Mary and St Margaret, including publicity and marketing, booking, invoicing, organising opening and closing for bookings and communication with potential customers. Careful records must be kept of all future and past bookings, amounts due and paid. The electronic calendar must be kept up-to-date with all confirmed and unconfirmed bookings, regular services, wedding funeral and baptism services.</p> <p>The postholder will vet all applications from potential users, ensuring that the correct levels of protection are in place for children and vulnerable adults. Insurance documents must be seen annually for regular hirers and any suppliers of catering or other equipment must produce insurance. Hirers will be instructed in the correct use of any equipment included in the hire, the fire policy and health and safety.</p> <p>The postholder will be the first point of contact at St Mary and St Margaret and respond to routine enquiries, via the telephone, email and face to face; liaising with or referring enquiries to other church officers as appropriate.</p> <p>The postholder will provide parish clerk duties. The electronic record of all baptisms booked needs to be updated on a weekly basis and the baptism register and certificates need to be completed once a month. Wedding registers and certificates need to be completed prior to marriage services. Marriage returns are completed quarterly and sent to the Supt Registrar. Searches of registers and issuing replacement certificates for baptism and marriages will be requested from time to time.</p> <p>The postholder will print the service booklets and other paperwork needed for services on a weekly basis and for special services as required.</p> <p>The postholder will print and send invitations to the quarterly Baptism Thanksgiving and Preparation services and annually print</p>

and send invitations, to our All Souls' Service, to bereaved families.

The postholder will be responsible for ordering church supplies, including, registers, certificates, communion wine, candles and wafers as required. Other supplies, including paper towels, photocopier supplies and stationary will be ordered when needed. Advise the treasurer when other cleaning supplies and toilet rolls are required.

The postholder will liaise with the Church Wardens to ensure the smooth running of any maintenance contracts, e.g. washroom hygiene and portable appliance testing, to ensure compliance and advise of any faulty equipment or defects in the Community Hall.

The postholder is expected to undertake occasional duties outside these responsibilities as requested from time to time by their line manager.

**Principal objective**

The postholder will maintain and seek opportunities to increase the annual lettings income and ensure that St Mary and St Margaret is recognised as a friendly and good place to hire a function room and facilities.

**Essential Skills**

The postholder must:

- be able to deal with hirers and potential hirers in a pleasant, friendly, but – as necessary – firm manner;
- be computer literate, (familiarity with MS Word, spreadsheets, email, and the ability to learn how to use online systems including google calendar, the web site, Facebook groups and business page)
- have a methodical approach and carefully maintain clear records - have an ability to contribute to the development of the role.
- The postholder will need to work alongside and in collaboration with volunteers from the congregation of St Mary and St Margaret elsewhere.
- The postholder needs to be able to set their own priorities and work under their own initiative without direct supervision.

**Attributes**

- Helpful and pleasant manner
- Resilient under pressure
- Methodical and organised
- Show flexibility in interpreting own role and in dealing with others
- Resourceful and able to ask for help when needed.

Qualifications	There are no formal qualification requirements – the post is suitable for all who have the essential skills and attributes.
Mobility and other physical impairments, sexual orientation, religion	We are an equal opportunities employer. Regrettably, the role is not suitable for those with restricted mobility due to the age and layout of the church, it is not possible to adapt the church as it is grade I listed. The Community Hall is fully accessible but storage is accessible only by a ladder. The post is open to persons of any religious persuasion or none as long as the explicit beliefs and position of St Mary and St Margaret church are respected and not openly contradicted in the normal course of their work.
Experience	No specific experience is necessary, however previous experience of administration and dealing with members of the public will be an advantage. Up to date knowledge of Data Protection Regulations will also be beneficial.
Line manager	The postholder will report to the Rector
Supervision of Others	There is no formal requirement to supervise others. However, the postholder may, on occasions, need to help define and oversee the work of volunteer assistants.
Duration of Role	The role will continue for 12 calendar months starting from the first day of employment following the appointment of the postholder. On expiry of 12 months, the role may be extended for a further period or indefinitely. Any such extensions will be agreed in writing. This section serves as notice of the termination of the role, and if no further notice is given before the end of the 12 month period then the role will terminate.
Eligibility	Candidates for the above role need to have a national insurance number and permission to work in the UK. They will be required to provide photographic evidence of their identity and also evidence of their home address. There is no maximum age, but candidates must over 18 years of age at the time of appointment.