

ST GILES PARISH CHURCH, KILLAMARSH

Kirkcroft Lane, Killamarsh, Sheffield, S21 1BS · Registered Charity No. 1215132

Job Description: Church Administrator

Job title	Church Administrator
Location	St Giles Parish Church, Kirkcroft Lane, Killamarsh, Sheffield, S21 1BS. The office is based at St Giles Church Hall is Sheepcote Road, Killamarsh, Sheffield, S21 1DU. This is not a remote position and any remote work would need to be agreed in advance based on church needs.
Hours	14 hours per week over 2 days. Days and times to be agreed with the postholder before the start date.
Contract	Fixed term for two years, subject to a six-month probationary period
Salary	£13.45 per hour — the UK real Living Wage. Approximately £9,791.60 per annum based on 14 hours per week, reviewed annually in line with the Living Wage Foundation rate in April each year.
Holiday	78.4 hours' paid annual leave (5.6 weeks pro rata, including bank holidays. To be agreed with The Rector.
Reports to	The Rector
Responsible to	The Parochial Church Council (PCC) and Church Wardens
Key relationships	Rector, Church Wardens, PCC Secretary and Treasurer, Parish Safeguarding Officer, volunteers, hall hirers, Church members
Pre-employment checks	Satisfactory basic DBS check and right-to-work check

Role purpose

St Giles is the parish church of Killamarsh, part of the United Benefice of St Giles, Killamarsh and St Matthew, Renishaw, in the Diocese of Derby. The Church Administrator provides the administrative part of parish life, supporting the team in place: keeping the church office, calendar and records running smoothly, supporting the PCC and its officers, handling day-to-day finance and communications, and making sure services, hall bookings and events are properly organised.

This is a varied, hands-on role in a small team where much of the work is delivered alongside volunteers. It suits someone well organised and discreet, who can prioritise a busy and changing workload within limited hours, and who is comfortable working with confidential and safeguarding-related information.

Core responsibilities

1. Church and office administration

- **Sunday service administration** — assist with the production and printing of service sheets and rotas when required, and provides the administrative support needed for worship to run smoothly. (There has recently been a significant overhaul of this area of church life by the incumbent, so it is unlikely to need much attention initially).

- **Church calendar** — maintain the master church calendar, co-ordinating services, meetings, groups, hall bookings and events so that clashes are avoided.
- **Office enquiries** — support the Rector and church wardens in acting as a point of contact for the church office; managing emails, telephone calls, post and general enquiries and responding or referring them promptly. A telephone and laptop will be provided to assist in this role.
- **Records and filing** — assist with the maintenance of accurate, well-organised parish records, registers and filing systems, both paper and electronic, in line with data protection requirements.
- **Supplies and equipment** — work alongside existing volunteers to order and maintain stocks of office, church and cleaning supplies, and liaise with suppliers to obtain good value.
- **Health and safety administration** — work alongside church wardens in keeping health and safety records, risk assessments and related documentation up to date.

2. PCC and governance support

- **PCC Secretary duties** — act as Secretary to the two PCCs: prepare and circulate agendas and papers, attend meetings, take and distribute minutes, and track agreed actions to completion.
- **Returns and compliance** — prepare and submit returns to the Diocese of Derby and the Charity Commission, and to other bodies as required, within their deadlines (usually an annual task).
- **Annual reporting** — co-ordinate the preparation of annual reports and papers for the Annual Parochial Church Meeting (APCM) and the PCC.
- **Grant applications** — research and prepare grant and funding applications in support of church projects and maintain records of applications and outcomes.
- **Faculty applications** — work alongside the Rector and church wardens to support faculty and permission applications for works to the church, including gathering quotations and supporting documentation.
- **Support to officers** — provide administrative support to the PCC Treasurer, Church Wardens and other officers as required.

3. Finance administration

- **Room and hall hire income** — support the church hall manager by raising and issuing invoices for room and hall hire, monitor payments received and follow up outstanding amounts.
- **Gift Aid** — process Gift Aid declarations and claim forms, and keep accurate supporting records.
- **Bookkeeping** — enter and code bills, receipts and invoices onto the church accounting system (Xero), working closely with the PCC Treasurer.
- **Licences and subscriptions** — ensure all necessary licences, insurances and subscriptions are in place, paid and kept up to date. An annual task of review and renewal.

4. Communications

- **Publicity for services and events** — advertise and promote special services, seasonal events and church activities to the congregation and the wider community.
- **Church notices** — work with the Rector in producing and printing monthly notices and other regular communications.
- **Design and print** — create posters, flyers and simple digital content as required, keeping to a consistent and recognisable style.

- **Digital presence** — work alongside existing volunteers in keeping the website and social media presence of the churches up to date.

5. Bookings, services and events

- **Hall and room bookings** — assist the (voluntary) church hall manager in managing enquiries, bookings, agreements and access arrangements for the church hall, and look for opportunities to increase hire income within the limits of building availability.
- **Occasional offices** — provide occasional administrative support for baptisms, weddings, funerals and thanksgivings, working with the Rector and any relevant volunteers.
- **Seasonal and major events** — provide administrative and organisational support for major events in the church year, such as Christmas, Easter and community events.

6. Premises, maintenance, health and safety

- **Maintenance co-ordination** — work with the Rector and Church Wardens to ensure routine maintenance, repairs and cleaning are arranged and completed, making effective use of the limited resources available.
- **Contractors and quotations** — obtain quotations, book contractors and assist the church wardens in keeping records of works, inspections and servicing.
- **Safe premises** — help ensure the church and hall remain safe, welcoming and compliant, reporting concerns promptly.

7. Project and general support

- **Project support** — provide administrative and organisational support to church projects and initiatives as they arise.
- **Other duties** — undertake other reasonable duties consistent with the level of the post, as agreed with the Rector.

Person specification

Applicants will be assessed against the criteria below from their application form and at interview.

Criteria	Essential	Desirable
Proven administrative or office experience, ideally in a small organisation, charity, school or church setting	✓	
Excellent written and verbal communication, with accurate spelling, grammar and attention to detail	✓	
Strong organisational skills, with the ability to prioritise a varied workload and work to deadlines within limited hours	✓	
Competent user of Microsoft Office (Word, Excel, Outlook) and confident learning new systems	✓	
Able to handle confidential and sensitive information with discretion and integrity	✓	
Able to work independently and use initiative, while knowing when to seek guidance	✓	
A welcoming and approachable manner with congregation, volunteers, hirers and members of the public	✓	
Willingness to undertake safeguarding and other mandatory training, and to work within Church of England safeguarding policy	✓	
Experience of minute-taking and servicing committees or trustee meetings		✓
Experience of bookkeeping or finance administration, ideally using Xero or similar software		✓
Experience of Gift Aid administration		✓
Experience of grant or funding applications		✓
Experience of managing room or venue bookings		✓
Experience of producing publicity, newsletters or social media content (e.g. using Canva)		✓
Understanding of how a parish church, PCC or charity governance works		✓
Sympathy with the aims, values and mission of the Church of England		✓

Terms and general information

- This post is offered on a fixed-term contract of two years, at 14 hours per week, subject to a six-month probationary period.
- St Giles PCC is committed to paying at least the real Living Wage. The rate for this post is £13.45 per hour, and it will be reviewed each year in line with the rate published by the Living Wage Foundation.

- Working days and times will be agreed with the postholder before the start date. Occasional evening or weekend work may be needed to support meetings, services and events, by prior agreement.
- The appointment is subject to a satisfactory enhanced DBS check, satisfactory references and evidence of the right to work in the UK.
- There is a genuine occupational requirement for the postholder to be sympathetic to the aims and ethos of the Church of England.
- This job description sets out the main duties of the post. It is neither exhaustive nor exclusive, and is a non-contractual document which may be amended from time to time in consultation with the postholder to reflect the needs of the church.