**JOB DESCRIPTION**

**Organisation**: Halewood Local Ecumenical Partnership (LEP) (St Nicholas’ and St Mary’s Churches)

 **Job Title:** Parish Administrator

**Reports to:** The Rector, Halewood and Hunts Cross Team Ministry

**Number of Hours per Week:** 20 per week (9-1 each day)

**Location:** Based in the Halewood Parish Centre providing services for both Churches and Church Centres in the Halewood LEP

**Principal Responsibilities**

1: Run the Parish Office on a day to day basis: dealing with post, face to face, telephone and email enquiries, accounts payable, purchasing and all correspondence relating to the running of the Centre and Parish.

2: Act as first point of contact for residential and business tenants: handling enquiries, recording rent payments, keeping records, providing them with information, resolving and reporting problems and producing six monthly reports to tenants in respect of their payments and accounts (Keep updated with Landlord rules and regulations).

3: Act as Parish point of contact for funeral bookings and burial of ashes. Liaise with funeral directors, officiant, organist, verger, gravedigger etc. Make all appropriate arrangements and provide information about burial plots and applicable fees. Liaise with families after funerals about headstone removals and replacements and details of names for garden of remembrance memorial stones. Send out invitations for annual commemoration service.

4: Handle enquiries in relation to other occasional offices (Weddings and Baptisms) Ensure that enquiries are passed on appropriately

5: Act as lettings officer for bookings for St Nicholas’ and St Mary’s Centres and Churches. Keep appropriate records of bookings and meetings at all venues. Produce invoices and chase late payments. Organise day to day requirements for Centres and Churches (Grass cutting, gutter and drain clearing etc.)

6: Handle cash and cheque payments for various services provided by the Centre and the Parish. Manage the petty cash account.

7: Provide a photocopying service for members of the Halewood and Hunts Cross Ministry Team and other groups associated with the constituent Churches.

8: Provide a reception service for visitors and contractors to St Nicholas Centre and Church. Handle urgent out of office hours voice mails and pass onto relevant person.

9: Produce weekly parish notices and occasional orders of service as required. Print off monthly church magazine as required.

10.Develop Social Media presence of Churches and Centres within the community, Deanery and Circuit.

11 Periodically collate church attendance data from QR codes and signing in sheets for church members applying for places at Faith schools and others who need to verify regular attendance

12: Attend monthly meetings of the Centre Management committee. Provide short monthly reports on issues related to the Centre and the residential and business tenants, for these meetings. Liaise with the Chair of the Centre Management Committee as appropriate.

**October 2022**