

Parish of Sanderstead

Sanderstead Team Ministry

*Extending God's Welcome to All
We are One Church, with Four Congregations
Committed to grow in Discipleship, Service and Numbers*

Part Time Rector's Administration Assistant (12 hours per week)

Job Description & Person Specification

INTRODUCTION

The **Parish of Sanderstead** is a group of sister Anglican [Church of England] churches in a Team Ministry situated in the south-east of the London Borough of Croydon. The Team is organised in one parish, made up of four districts, each served by its own district church.

All Saints' Sanderstead is the largest church in the Team, with an active membership of about 150. Its district is centred on the 'village' of Sanderstead and it has a historic, medieval Grade 1 Listed Building. It has a large, busy set of Church Halls adjacent.

St Mary's, Sanderstead has an active membership of about 120 people and serves the area of Sanderstead around two mainline stations in the parish, Sanderstead and Purley Oaks. The church dates from the early 20th century. It has a good sized Church Hall, currently hired out to various community groups, including a Montessori nursery. St Mary's employs its own part-time church administrator.

St Antony's is a small church serving the distinctive community of Hamsey Green, an area consisting of a mix of social and private housing. Its dual-purpose building has been repaired and refurbished after damage and is being again widely used by community groups during the week.

St Edmund's, Riddlesdown is another small church of 30 people, meeting in a well-used dual-purpose building. It serves the part of the parish closest to Purley, and includes Riddlesdown Station.

There is a variety of worship across the Parish, with a range of morning and some evening services in a variety of different styles and traditions. The broad area covered is that of suburban south London, and the parish covers a large area of leafy South Croydon, with some pockets of deprivation and social housing.

All Saints District Church Council is seeking to employ a part-time Rector's Administration Assistant (a new post). The team of four churches faces significant change as they seek to grow and develop. The present Parish Administrator handles all matters related to Church Hall bookings, and administrative support for funerals, wedding and baptisms. At present, he also produces the weekly Sunday

Notices Sheet, but the new Administration Assistant will take over this task. The Rector is keen to appoint someone to help him with much of his pastoral administration, and with his communication, both within and outside the church (e.g. emails, material for the website, notices, news sheet, posters).

It is hoped that the new Rector's Administration Assistant will be able to take up their post early in 2016. They will work in the Rector's office in the Parish Halls, next door to the Parish Administrator's office.

The DCC is committed to funding the post on a permanent basis.

We are seeking someone who is:

- Keen to support the spiritual life of the Christian Church.
- happy to represent the values which the Church of England represents, and participate from time to time in the life of the Church.
- A capable Administration Assistant
- Someone who can also offer a caring and discreet approach to those who visit the office from time to time.

THE PARISH OFFICE

The Parish Office is situated in All Saints' Church Hall. It is fitted with the basic requirements of any office, including telephone, computer, internet and photocopying equipment and is staffed by the Parish Administrator on weekday mornings.

*The Parish Office, All Saints' Church Hall
Onslow Gardens, Sanderstead
Surrey CR2 9AB
www.sanderstead-parish.org.uk*

Although situated at All Saints' and providing a large amount of administrative support to All Saints church, the Office is emphatically the *Parish Office* and performs tasks for all of the Team churches and their clergy.

The Parish has a team of clergy and lay ministers, including the following:

Team Rector & Parish Priest at All Saints:	Canon Martin Greenfield
Team Vicar & Parish Priest of St Antony/St Edmund	Revd. Susan Atkinson-Jones
Team Vicar & Parish Priest of St Mary	Revd. Grant Cohen
Non-Stipendiary Curate (All Saints)	Revd. Jeremy Groombridge,
Retired Clergy:	Bishop David Atkinson
	Revd. Peter Macan
Premises Manager at All Saints' (part time)	Mr David Barnes

Additionally, each church has two volunteer church wardens, who are elected annually, to serve as senior leaders alongside the clergy.

The overall leadership of the Parish is the PCC, but each church is also served by a *District Church Council* (DCC), which manages the day to day affairs of each local church.

The Line Manager for the Rector's Administration Assistant is the Team Rector, Canon Martin Greenfield.

PRINCIPAL RESPONSIBILITIES [Job Description]

1	<p>Compose and produce, as directed by the Rector:</p> <ul style="list-style-type: none"> - 1. Service sheets for worship - 2. Welcome leaflet, and keep up to date. - 3. Weekly Notices Sheet for All Saints, St Antony's, St Edmund's Churches
2	<p>a. Ministerial Team Rosters: Ascertain clergy availability in order to produce monthly rosters for Sunday services in all Team Churches.</p> <p>b. All Saints Rosters: Ascertain laity availability in order to produce monthly rosters for services: readers, intercessors, service wardens, stewards, eucharistic ministers etc</p>
3	<p>Work to maintain and improve good <u>communications</u> within All Saints Church, and also between the four churches:</p> <ul style="list-style-type: none"> - Obtain information from each of the four churches, and produce a Monthly Team News Sheet - Produce a team prayer diary
4	<p>P.A. Support:-</p> <ul style="list-style-type: none"> - Handle Rector's post - Receive and send emails on behalf of the Rector - Receive and make phone calls on behalf of the Rector. - Manage Rector's diary, including an electronic diary shared with team clergy, wardens and Parish Administrator. - Maintain central diaries in collaboration with the Parish Administrator - Assist Rector in making appointments, setting up meetings. - Assist Rector in keeping filing systems (hard copy and electronic) up to date - Assist Rector in preparation of Christian talks and articles [Powerpoint, Artwork and formatting]
5	<p>Prepare and maintain email contact lists. Send out information from Rector from time to time</p>
6	<p>Produce posters and programmes for special occasions as requested by the Rector or Churchwardens</p>
7	<p>Provide information as necessary for updating of Parish Website by webmaster</p>
8	<p>Prepare annual return to Christian Copyright Licensing International of songs. Complete quarterly Marriage Returns to Croydon Registrar</p>
9	<p>Maintain lists</p> <ul style="list-style-type: none"> - of ministers, Church officers (e.g. Deanery Synod reps, PCC, DCC) and Church and halls personnel (e.g. SPAs, servers, eucharistic ministers, service wardens, stewards, vergers, sacristan, intercessors, premises officer, H&S officer, safeguarding, catering etc) <p>Produce Electoral Roll and other directories annually.</p>

10	With the Rector's approval, provide admin support to: All Saints Wardens, Treasurer, Director of Music, any paid staff, Lay Readers, SPAs, Church Group Leaders
11	Back up data, update virus protection, keep computer healthy, weekly
12	Communicate and co-ordinate with the Parish Administrator on a regular basis to ensure essential information is shared
13	Provide cover when the Parish Administrator is on leave or away, and assistance if required at busy times
14	Do photocopying of relevant paperwork, as requested or approved by the Rector. If Parish Administrator is away or busy, be prepared to assist with copying
15	Maintain All Saints' Church events diary and diary of Team events in collaboration with the Parish Administrator
16	May be required to provide secretarial services and minute taking at up to 8 evening meetings per year.

PERSON SPECIFICATION:

The Parish of Sanderstead is looking for an experienced and skilled Rector's Administration Assistant to come and join the Parish team on a flexible, part-time basis to support the Rector's ministry.

Requirement	How assessed?
Qualifications <ul style="list-style-type: none"> • Good academic qualifications, especially in English [Essential] • current driving licence [Desirable] 	Via CV
Experience <ul style="list-style-type: none"> • experience of general office administration or of a Personal Assistant's work [Essential] • experience of church ministry and mission [Desirable] 	Via CV and interview Via reference and interview
Knowledge <ul style="list-style-type: none"> • knowledge of church worship and ministry [Essential] • knowledge of the Church of England – worship, ministry and structures [Desirable] 	Via reference and interview
Skills and competencies <ul style="list-style-type: none"> • strong interpersonal communication skills – written and oral [Essential] • excellent attention to detail [Essential] • general office and clerical skills [Essential] • Very good IT skills in MS Office suite and 	Via CV and interview

<p>Publisher or similar; also skill with emails, websites, social media, online research [Essential]</p> <ul style="list-style-type: none"> • good organizational skills and ability to work flexibly [Essential] • understanding of current Data Protection requirements [Desirable] • Awareness of Safeguarding and Health & Safety issues [Desirable] • Able to work unsupervised [Essential] 	
<p>Personal Attributes</p> <ul style="list-style-type: none"> • careful listener • ability to respect matters of confidentiality, sensitivity and compassion • motivated to deliver high quality output [All essential] • ability to manage the unexpected • enjoy learning and new experiences • ability to make decisions and take initiative [All desirable] 	Via interview

Location and Hours

The role will be based in the Rector's Office of at All Saints' Church Hall. After completion of a satisfactory probationary period, there might be some flexibility for working occasional hours from home.

The church has good transport links with local bus services from Croydon and Purley.

The role is scoped for 12 hours a week, over 2, 3 or 4 days, including Thursday, to be agreed with the Rector. Some flexibility in the distribution of the hours could be agreed.

Some flexibility of hours may also be required for the post-holder to attend occasional evening meetings. These will generally be no more than two hours in duration and will be communicated well in advance.

The post-holder will be offered extra hours from time to time to cover the planned leave or absence of the Parish Administrator (part-time: 21 hrs per week) and if attending evening meetings. It is expected that the two employees will dove-tail their leave arrangements so that the office is always satisfactorily covered during weekday mornings.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £10.50 /hour paid monthly in arrears by direct transfer. The gross annual salary will be £6,552.00.

Remuneration will be reviewed annually on 1st January.

There will be a six-month probationary period at the end of which there will be an appraisal. Thereafter appraisal will take place annually. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is 24 days per year pro rata plus statutory Bank Holidays. Leave should be arranged in advance with the Rector as Line Manager, bearing in mind the particular demands of preparation on certain occasions.

The Line Manager will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Line Manager and will be paid at the hourly rate [or time off in lieu agreed]

The post is not pensionable.