



# The United Benefice of Orsett, Bulphan and Horndon on the Hill

## Role description – Parish Administrator

### Responsible to

- The Rector

### Person specification

- To be a person of integrity who seeks to serve in a gracious, Christ-like manner and who treats each member of the Parish with respect and dignity
- To support the ministry and mission of the Church through their work
- To uphold the Vision and Values of the Church and support the Rector through prayer and a positive attitude
- To be present, available and reliable
- To maintain confidentiality and share any concerns with the Rector
- To have good language skills and be internet and computer literate

### Key roles and responsibilities

- This role requires one day a week, to be agreed with the Rector
- Provide general administrative support to the Rector.
- To use a hobnob email account for church business
- Administer the church diary, setting up meetings and arranging appointments when requested.
- Review and implement procedures to ensure clear, efficient and effective office operation.
- Ensure internal and external notice boards are kept tidy and up to date.
- Assist with the production of parish publications including the monthly magazine HOBNOB
- Update and circulate the Benefice address book using the software Membership Co-ordinator
- Co-ordinate occasional parish mailings, including printing and distributing.
- Assist with keeping the parish website up to date.
- Collate all worship rotas into a central document
- Maintain accurate records of key holders
- Assist with the creation and maintenance of a list of church services and circulate this within the Benefice
- Ensure that the Benefice is GDPR compliant
- Assist with the completion of Health and Safety risk assessments in each church
- Assist with the creation and maintenance of Benefice policies and role descriptions
- Assist, where needed, with organisation and documentation for annual APCMs

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Rector.

### Safeguarding:

- To read and adhere to all aspects of the Benefice Safeguarding Policy.
- To complete a Parish Form, providing 2 references, and a Confidential Declaration Form before commencing the role.
- To undertake an enhanced DBS check if required.
- To complete online C0 and C1 basic safeguarding training

Role description reviewed February 2021

*Knowing and sharing the love of Jesus in the Church and community*



The Church of England  
in Essex and East London  
Diocese of Chelmsford