

Taking our next steps towards:

- deeper faith in Christ,
- welcome and belonging
- shining God's light.



# Walton-on-Thames St Mary's and St John's

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## ADVERT

### Parish Administrator

**Walton-on-Thames is the largest parish in the Diocese of Guildford with a population of over 26,000. It is a busy parish with two churches, lots of life, many young families and a new vision launched in January 2018.**

We are advertising for the part-time role of Administrator, to be based in our Parish Office.

In this role you will be a key member of the Church team by ensuring that the administration and processes efficiently and effectively support the vision and mission of the parish.

Based in the church office situated at St Mary's Church Hall, you will work as part of a dynamic and progressive staff team.

Working 14 ½ hours a week over 5 days, this role gives you the opportunity to make a positive impact on the running of the Parish and provide a practical contribution to the sharing of God's word, serving others both within the church community and across the Parish.

A full role profile is provided below, as is more information on the Parish and our current Vision and Strategy.

#### **To Apply:**

Please submit an application form and a completed Equal Opportunities monitoring form, both available on the website.

Please submit applications either by email to Rev Jonny Blair (jonny@waltonparish.org.uk) or by hard copy to him at the Church Office, St Mary's Church Hall, Church Street, Walton on Thames, Surrey KT12 2QS.

If you would like any further information, please contact Sally Eckes in the Church Office on 01932 224 238 or office@waltonparish.org.uk

The closing date for applications is Tuesday 10<sup>th</sup> July 2018 at 12:00 noon.  
Interviews are to be held week commencing 16<sup>th</sup> July.

#### **Background Checks:**

Please note that an enhanced disclosure will be needed through the Disclosure and Barring System as part of the pre-employment checks.

## Parish Vision and Strategy

As a Parish we are both excited and daunted as we look ahead to all that God is calling us to be and do as we take our next steps in being His Church in Walton-on-Thames. We have chosen 5 key areas as our focus for the 2018 Church Development Plan.

1. *Accessible, spirit-filled worship*
2. *Confidence in personal faith*
3. *Welcome unreservedly*
4. *Serve joyfully*
5. *Give generously*

Our vision encourages us all to take our next steps personally and as a church. We want to be people who are making a difference in lots of ways in Walton-on-Thames.

For more information about the Parish, our 2 churches and all that we have going on please see our website [www.waltonparish.org.uk](http://www.waltonparish.org.uk)

### Taking our next steps towards:

#### Deeper Faith in Christ

- Accessible, spirit-filled worship
- Everyday discipleship
- Confidence in personal faith

#### Welcome and Belonging

- Welcome unreservedly
- Care compassionately
- Forgive wholeheartedly
- Serve joyfully
- Give generously

#### Shining God's light

- Promote the church in Walton-on-Thames
- Serve local people with practical and spiritual help
- Share the good news of Jesus wherever we are
- Engage in overseas Christian mission



## Job Description

<b>Job Title:</b>	Administrator
<b>Responsible to:</b>	The Vicar
<b>Hours:</b>	14 ½ hours per week Monday to Friday 10.00-12.30 plus 2 'flexi' hours to cover staff meetings, occasional evening work etc.
<b>Holidays:</b>	20 days plus 8 public holidays
<b>Annual Salary:</b>	£7,917 (FTE £21,840 based on a 40 hour week)
<b>Other Benefits:</b>	Optional Pension scheme (contributions of 3% employee, 2% Parish)

### Purpose of the Role

- Be a first point of contact for enquirers to the Parish.
- Effectively manage the overall administration of the Parish
- Ensure that the Church Office, administration systems and processes are efficiently and effectively organised
- Provide high quality support for the Parish vision and mission, including the delivery of Sunday services and in-house training.
- Work closely with the Vicars, Staff team, PCC working groups and volunteers to ensure routine church administration runs smoothly.

### Main responsibilities

#### General Parish Administration

- Act as the first point of contact for enquiries to the Parish, by phone, email and personal callers, directing people as appropriate.
- Maintain the Church Office, supplies and equipment
- Maintain the church filing systems (both paper and digital).
- Provide timely and accurate maintenance of the church membership database, ensuring all relevant legislation and requirements are met.
- Provide administrative support to the Vicar, Clergy, Ministry and Communications Team.
- Attend weekly staff meetings.

#### Services (Sundays and midweek)

- Prepare, print and make available, all service sheets and other printed material required for services in both churches.
- Publication and supply of the Parish Diary including uploading to the website.
- Communicate where necessary with service leaders and other key persons any relevant information required for any service.

#### Communications

- Work with the Communications team to promote the work of the Church across all appropriate forms of web, social and print media, including the printing of publicity.
- Ensure Monthly Prayer, Services and Events is printed and available in both churches.
- Liaise with Churchwardens and other staff team to ensure all other printed media is always available in both churches i.e. Welcome cards, Welcome booklets, Giving information.
- Ensure service information posters are prepared, printed and available at both churches as required each week/month.

## **Occasional Offices**

- Provide appropriate administration for Weddings, Baptisms, Funerals and Interment of Ashes.
- Ensure the duties of a Parish Clerk are undertaken, by you or others, including the preparation of registers.
- Communicate with the Diocese, other Parishes and others such as Funeral Directors, as required.
- Ensure the maintenance and safeguarding of legal registers and official records.

## **Personal Development**

- You will be open and committed to undertake training relevant.
- You will be encouraged to use your gifts to maximise your potential and to build the skills and knowledge you need for this role as well encouraged to identify and use your gifts in other areas of your church life.

## **Other**

- Provide administrative support for courses, where necessary putting in place bookings and liaising with participants and course leaders.
- Participate in regular staff meetings and other meetings as needed. Where required be prepared to take minutes.
- Occasional evening work may be required, which will always be planned ahead of time.
- Undertake tasks as requested by the Vicar.
- Help to prepare any documentation required for other occasions such as Servant Course, Get Involved and Harvest & Mission weekend.
- You are encouraged to attend Morning Prayer at least once a week.

## **Person Specification**

### **As the successful candidate, you will be able to show the following essential skills:**

- A role model for Christian values, disciplines and spiritual life.
- Highly motivated.
- A team player who can work as part of a dynamic, growing church.
- Able to work independently.
- Can implement new processes and systems.
- Able to work calmly and efficiently under pressure and with the ability to deal with the unexpected.
- Able to manage reactive tasks as well as implementing routine tasks on a weekly, monthly and annual basis without supervision.

You will also ideally be a disciple of Jesus Christ, committed to our Church's vision and values.

### **You will be able to demonstrate:**

- Experience working in an administration role, including excellent organisational skills.
- Good administrative skills and excellent attention to detail.
- The ability to prioritise and manage multiple tasks.
- PC literacy, including proficiency in Microsoft Office Suite (Word, Outlook, Excel).
- Strong interpersonal, verbal and written communication skills.
- The ability to deal with a variety of people sensitively, courteously and in confidence.

Ideally you will also have GCSE / O-Level passes (Grade C or above) in Maths and English or equivalent qualification by experience.