

Parish of Traprain

Job Description for Parish Administrator

Main purpose:	To provide administrative support for all aspects of church operations including weekly meetings and activities, communications, finance, property, record keeping, and volunteer co-ordination.
Working Hours:	Part time - 20 hours per week over at least 3 days
Pay:	£14 per hour
Location:	Mainly home based with flexibility to be at Parish buildings if required
Line manager:	Minister

KEY RESPONSIBILITIES AND DUTIES

General:	Dealing with general enquiries via phone and email Developing and maintaining electronic / paper filing and archiving systems Reviewing and maintaining church records and registers Maintaining diary of church events and bookings Administrative support for the Resources Committee
Communication:	Maintaining and updating website and social media Preparing regular email and printed updates for church members Co-ordinating production and distribution of printed church newsletter Maintaining and updating mailing lists Updating church notice boards Supporting compliance with GDPR
Finance:	Basic bookkeeping Providing administrative support for treasurer Ordering supplies, equipment and services Processing invoices and liaising with suppliers Banking of cash and cheques
Property:	Co-ordinating regular property checks and maintenance of church buildings Arranging access to buildings as required Updating and overseeing property registers Co-ordinating bookings of church buildings in the Parish Maintaining list of key holders Maintaining inventory of assets
Volunteers:	Co-ordinating volunteer rotas when required for regular or one-off events Providing support and information for volunteers

PERSON SPECIFICATION

We are looking for someone who demonstrates:

- Excellent organisational, communication and IT skills
- Strong attention to detail
- Experience in a similar role
- A warm, friendly and welcoming personality
- An understanding of the need for confidentiality and professionalism
- An ability to work independently as well as part of a team
- Flexibility and adaptability
- An openness to training and learning new skills
- Support of the Christian faith, and mission of the church

A good understanding of Church of Scotland governance and activities will be helpful but is not essential