**Parish Administrator**

St Mary’s Portchester is looking for an experienced and skilled administrator to come and support our ministry. The purpose of the role is to facilitate the day-to-day administrative operations of the church in close co-operation with the Vicar, Ministry and staff team.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs and work actively to support our ministry and vision.

Along with our Vicar and team, this post is key in enabling growth in the ministry and mission at St Mary’s. In line with our vision, providing effective administration within the church, the post-holder will be expected to be a key face and voice of the church to the wider community, from answering the phone and office door to booking special events, better enabling us to serve our parish.

This position requires an exceptional degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills.

**Context**

Our electoral roll is presently 350 and we have approximately 150 adults and 20 children regularly attending worship, across various Services.

**Location and Hours**

The role will be based in the Parish office, Assheton Court, Portchester, PO16 9PY.

The role is initially scoped for 35 hours a week.

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings.

**Terms and Conditions**

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

Employment.

The salary will be £21,000 per annum St Mary’s pension provider is NEST

Remuneration will be reviewed annually in January.

There will be a six-month probationary period with a three-month review point.

Annual paid holiday entitlement is 28 days including bank holidays

The Vicar 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 Vicar and will be paid at the hourly rate*.

A job specification is available on request.

To apply please contact irev@ymail.com