

THE PARISH OF PORTSDOWN AND PURBROOK



PART TIME PARISH ADMINISTRATOR – ROLE DESCRIPTION

We are looking to recruit a positive, reliable and organised administrator to work with our clergy, churchwardens and volunteers. This is a very important role, as you will often be the first point of contact for the parish.

The parish of Portsdown and Purbrook includes the churches of Christ Church Portsdown and St John the Baptist Purbrook. The parish covers the communities of Purbrook, Widley, Berewood and North Cosham. More details can be found on our website www.portsdown-purbrook.org

The post will be based in the office at St John's Purbrook and provide administrative support across the parish.

As we are a faith-based organisation the successful applicant will be expected to understand and be sympathetic to our beliefs and will work actively to support our ministry and vision through their work.

Main purposes of the position:

- To facilitate the smooth, efficient and timely running of Parish administration
- To be a key part of the Parish team, in close communication with clergy, church wardens and others as required.

JOB TITLE:	Parish Administrator (part-time)
RESPONSIBLE TO:	The Vicar and churchwardens
ACCOUNTABLE TO:	The Vicar, other clergy licensed to the parish, churchwardens and the PCC
WORK BASE:	St John's Purbrook. Some working from home is possible, with agreed core hours to be in the office.
HOURS:	8-10hrs/week spread over 2 or 3 days
SALARY:	£13ph to be reviewed April 2026. The hourly rate will be converted to an annual salary paid in twelve monthly payments (in arrears)
EMPLOYER:	The PCC of the Parish of Portsdown and Purbrook (Registered Charity: 1137597)
PERIOD OF NOTICE:	After the initial three month probation period, the contract can be terminated with one month's notice by either party, subject to UK employment law
DURATION OF POSITION:	This will be a permanent contract, following the initial three month probation period, during which either party may terminate the contract with a week's notice

ANNUAL LEAVE: 5 weeks pro-rata (e.g. 50hrs for a 10hr week)

TERMS AND CONDITIONS: Applicable terms and conditions will be contained within the Employment Contract

Regular informal supervision and annual appraisal apply to this post.

A mobile phone and laptop will be provided for parish use

PURPOSE OF THE ROLE:

- To be responsible for day to day running of the Parish office
- To perform administrative tasks as requested by clergy, churchwardens and PCC.
- To deal with telephone calls, emails and correspondence as required
- To signpost any enquiries/queries to the appropriate person
- To take initial enquiries for occasional offices, weddings, funerals etc.
- To prepare letters, weekly and other notice sheets, posters, leaflets, service booklets, etc. as required including printing and email distribution as appropriate
- To ensure that IT systems and other office equipment are working and up to date
- Work with the Parish Safeguarding Office to ensure that DBS records for volunteers are up to date
- To take enquiries and bookings for church buildings and to produce any requirements related to invoicing, contracts etc.
- To monitor and order church supplies
- To ensure compliance with GDPR (Data Protection), Safeguarding, and Health and Safety within the work environment, and to attend any appropriate training courses as approved by line manager
- To maintain and update parish records and inventory
- To undertake any other reasonable duties as requested by the line manager

PERSON SPECIFICATION

	Essential	Desirable
Qualifications • GCSE or equivalent Maths and English	✓	
Experience • Experience of working in a similar role • Experience of church mission and ministry		✓ ✓
Knowledge • Knowledge of Church worship and ministry • Knowledge of Church of England structures		✓ ✓
Skills and competencies • Excellent interpersonal communication skills – written and spoken • General office and administrative skills • IT Skills including use of Microsoft products (Word, Excel) • Use of social media	✓ ✓ ✓	✓

• Good planning skills • Able to work alone and as part of a team • Able to respond to changing requirements • Basic numerical competency • Financial management competency	✓ ✓ ✓ ✓	✓
Personal Attributes • Able to maintain confidentiality and deal with all matters sensitively • Strong attention to detail • A warm and friendly manner	✓ ✓ ✓	

For more information and an application form please contact

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