



PARISH OF FLEET

Welcoming all in the Community into the love of Christ

The Parish Office
Fleet Parish Community Centre
Church Road
FLEET
GU51 4NB

THE PARISH OF FLEET

All Saints and Ss. Philip and James Churches

VACANCY FOR PARISH ADMINISTRATOR

(i) Key Responsibilities

- Administer the Parish in order to enable worship, pastoral life, mission and teaching to flourish. The administrator will be proactive in seeking ways to improve the smooth running of the Parish Office.
- Be the first point of contact with the Parish for many and reflect the importance of that in dealing with all. Handle those pastoral issues which may arise through the Parish Office and then refer them to the appropriate person.
- Coordinate communications in the Parish, responsible for the production and distribution of external and internal communications, both online and in print.

(ii) Specific Tasks

- Be available in the Parish office during opening hours and respond promptly to mail, email, phone messages and callers.
- Log incoming telephone calls, open, record and process incoming correspondence and prepare, record and send outgoing correspondence.
- Attend weekly meetings with the clergy and others and be a member of the Finance and Administration Committee and the Parish Magazine Editorial Board (these may occasionally meet outside office hours including evenings).
- Develop the existing office filing system, create an electronic filing system and ensure the accurate filing and cataloguing of all correspondence and official documents. Develop and maintain a comprehensive Parish database.
- Maintain the diary of Parish events.
- Liaise with the local and church press to ensure maximum publicity for Parish events both before, and after they take place.

- Ensure the timely production and distribution of all external communications in the appropriate format.
- Be responsible for updating the content of the Parish website and liaising with the webmaster.
- Prepare, print and distribute the weekly newsheet.
- Liaise with the Editor of the Parish Magazine on a monthly basis and with the magazine advertisers, including invoicing and collecting payments therefrom.
- Administer Marriage, Baptism, Funeral and Confirmation requests, complete the associated registers and process payments.
- Maintain the insurance policies on all buildings and public licences (e.g. music, copyright).
- Manage the maintenance contracts for appliances in the churches, halls and Parish Office.
- Maintain records of key holders.
- Liaise with the Parish Electoral Roll officer and maintain the records of the Electoral Roll.
- Process all incoming accounts for payment by the Treasurer and be in charge of small payments from the petty cash. Support the Treasurer with online payment/donation systems such as SumUp and CafDonate.
- Oversee the hiring of all parish buildings, ensuring contracts are in place and up to date, briefing new hirers, invoicing hirers and maintaining an electronic diary of bookings.
- Open and close the coffee bar on a daily basis, and handle the cash box securely.
- Support the clergy as appropriate in the furtherance of their duties.
- Carry out other tasks as may from time to time be reasonably requested by the clergy or others approved by the clergy.
- Attend training courses as required.

(iii) Person Specification

- Good interpersonal skills and confidence in dealing with the public.
- The ability to deal with pastoral situations and refer those involved to the appropriate person in the Parish. Discretion and the ability to handle confidential matters appropriately.
- Strong organisational skills and a proven background in office administration.
- Highly motivated and reliable.
- Good written and spoken communication skills.
- A sympathetic approach to the Christian ethos of our two churches.

- Excellent IT skills with good knowledge of Microsoft 365 products (i.e. SharePoint, OneDrive, Outlook, Word, Excel, PowerPoint, Teams) and experience of publishing software. Ability to learn new systems such as ChurchSuite and Life Events Diary.
- The ability to work alone and as part of a multi-skilled team covering the life of the Parish.
- An energetic self-starter, able to take responsibility and work on own initiative.
- An understanding of how the 'ministry' of the Parish Administrator complements the work of the Ministry Team and Parish Community.
- The ability to innovate - work with the clergy and others to propose and implement new systems and processes to drive efficiencies and improve effectiveness across all office and admin functions
- experience and knowledge of data protection /GDPR
- - experience of working with safeguarding processes (the role is subject to an enhanced DBS check)

(iv) Outline Contractual Terms

(subject to contract)

Location of Office:	The Parish Office Fleet Parish Community Centre Church Road Fleet GU51 4NB
Hours:	25 hours per week – 09.30 to 14.30. The Parish Office will be open for callers from 09.30 to 12.30 leaving 2 hours per day for other tasks. The Parish Community Centre needs to be unlocked for the purposes of the coffee bar by 9.30 am Monday-Friday.
Holiday:	To be confirmed.
Salary:	To be determined depending on experience.
Employer:	The Parochial Church Council (PCC) of the Parish of All Saints Fleet.
Reporting to:	The Vicar of Fleet.
Appraisal:	Initially after three months and annually thereafter. Normally this will be conducted by the Vicar or, in the event of an interregnum, by a Churchwarden.
Probationary Period:	To be discussed at interview.

(v) Application Procedure

Applications should be by letter (Vicar of Fleet, Parish Office, FPCC, Church Road, Fleet, GU51 4NB) or email (vicar@parishoffleet.org.uk) accompanied by an explanation of why the Applicant wants the position and

what they can bring to it (no more than 1 side of A4), a CV and the names and addresses of two referees (one of whom should be your current employer, or if you are not currently employed, your most recent employer). The deadline for applications is 1st June 2026