

KOTG PARISH OFFICE ADMINISTRATOR

JOB SPECIFICATION

1. During the office opening hours, professionally represent the Parish to all those with whom the administrator comes into contact, maintaining and observing the security code and requirements of the building. The administrator will be responsible for the appropriate functioning of the Parish office and ensuring that the office Standard Operating Procedures are followed and maintained.
2. Maintain and act as a hub for the central dissemination of church related communications. This will include, but not be limited to, the maintenance of the Parish Web site ("webmaster"), uploading of podcasts, preparation of periodic communications with parishioners and other ad hoc communications, including social media platforms. The administrator will, as necessary, review communications to ensure compliance with Church ethos and appropriateness and correctness of the information shared.
3. Act as GDPR co-ordinator and data controller for the Parish ensuring the security of personal data maintained by the Parish and also ensuring that appropriate authorisations for the maintenance are received and maintained. Assist the Youth Pastor (or equivalent) in the accurate filing of Safeguarding Trust and Garda vetting applications and registrations.
4. Maintain up to date and proactively support the accuracy of Parish membership databases. Be responsible for the maintenance and accuracy of all information (manual and electronic) maintained by the Parish. This includes the whole Parish database, as well as subsidiary information such as Sunday Club membership, youth club membership and other church organisations as required.
5. Under the direction of the Hall Committee, maintain the records for hall bookings and requests and where appropriate, collect levies for such usage. The administrator will also act proactively, with designated officials and under the direction of the Select Vestry, in ensuring that church property is maintained in an appropriate manner.
6. Deal carefully and diligently with all monies received and paid out via Petty Cash, issue receipts, record credits and debits where necessary and act as an administrative resource to the Parish treasurer.

Support the Rector, Parish Staff, Select Vestry and Parish volunteer leaders in all their duties and activities, in particular with regard to the preparation of weekly Sunday or Wednesday services, funerals, maintenance of church rotas, youth clubs & events, etc. It is necessary to be proactive in ensuring that all those involved in weekly worship, in whatever capacity, are kept fully informed, especially in the case of any changes that may arise. The administrator will be responsible for all administrative supports for all services, including, but not limited to service sheets, Powerpoints, Easislides and preparation of periodic announcements and other publicity information.