

**The Parish of Winchcombe**

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| Job Title | Part Time Parish Administrator |
| Working Hours | 14 hours per week (with potential for increasing hours) over 4 -5 days between 9.30am and 1pm. Flexibility in hours management and where work is conducted may be required on occasions. |
| Location | St Peter’s Centre, Gloucester St, Winchcombe GL54 5LU |
| Salary & Holidays | **Salary**: Up to £9,100pa (£12.50/hr; £24,375 FTE for 37.5hrs/wk).**Pension:** Subject to confirmation of appointment post a 6-month probationary period, pension payments (via NEST) will be at the current legislated rate.**Holidays**: 20 working days per calendar year. |

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| Applications | **Closing Date:** Midday Thu 29 Feb 24.**Requirement**: Complete attached application form and send as an email to: churchwardens@winchcombeparish.org.uk or post to:Simon AndrewsSt Peter’s CentreGloucester StreetWINCHCOMBE GL54 5LU**Interviews**: The provisional date for interviews is likely to be the afternoon of **Mon 11 Mar 24.** |

**Role Description**

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| The Parish of Winchcombe is a dynamic organisation, actively providing Ministry and support to the town and its surrounds, including some neighbouring parishes within its Deanery. As such, we are seeking a part time Parish Administrator to support our Ministry team and other lay supporters of the Parish.As a Parish, we have recently set out our strategy for Growth, Mission and Ministry (a full copy can be found on our website: <https://www.winchcombeparish.org.uk/wp-content/uploads/2023/09/Strategy-for-Growth-Mission-Ministry-final-version.pdf> ). In essence the strategic plan for the parish is to enable the church to grow in number and faith. The Parish Administrator is a core resource to enable the wider work of the Parish.We seek someone whose personal attributes allows them to work on a non-directly supervised individual basis, but also to be an integral part of the wider team with delegatory skills where appropriate. The Parish office is in the centre of Winchcombe adjacent to St Peter’s church.The person appointed would have the full support of the Incumbent, Ministry and Leadership teams. Specific tasks include:* Principal focus for Parish administrative support.
* Focus for purchasing of office and Parish related supplies.
* Production of printed materials such as worship resources etc using the office photocopier/printer or via external print suppliers.
* Provision of admin support as required for the management of reports to outside agencies.
* Focus for external, and supporting internal, communications and storage to, from and within the Parish.
* Focus for information technology (noting that detailed expertise can be supplied by contractors).
* Focus for managing funerals and their administration.
* Focus for management of rotas.
* Attending the weekly Leadership meeting; timetable termly meetings between the local CofE primary school and the Leadership team.
* Overseeing and managing a team of office volunteers.
* Provide secretarial support to the Priest-in-Charge.
* Support to wider occasional admin tasks as identified by the Leadership team.
* With the PCC’s Treasurer and Churchwardens, and the. Fees Treasurer and life services leads (weddings, funerals etc), managing office spending, fees and invoicing.
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**Skills**

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| Required Skills:* Ability to work alone reliably without supervision.
* Ability to work as part of a team, with good team leading skills.
* Good oral and written communication skills.
* Office level computer skills competency (MS Office suite).
* Ability to handle official documentation and confidential material (DBS Basic level check will apply).
* Ability to delegate appropriately.
* Good social skills, so to build trust and positive relationships.

Desirable Skills:* A working understanding of, or a willingness to learn, General Data Protection Regulations (GDPR) and how to handle Personally Identifiable Data.
* Ability to use technology for communication, promotion and delivery.
* Willingness to work flexibly as the role develops.
* Ability to learn the basics of Church Management System.
* Ability to manage basic webpage input and management.
* Current driving license.
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**Line Management and Support**

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| The successful candidate will be directly supported and managed by the incumbent. An annual review will be carried out by the incumbent, and informal support offered as required. The Parish Administrator in turn oversees and is supported by a small number of office-based volunteers.  |

If you would like to visit the Parish, be shown around the facilities of the office and the area please contact Revd Capt. David Penny to arrange a mutually convenient time on: 01242 468650 or email revdpenny@winchcombeparish.org.uk.

We look forward to hearing from you.

David Penny

On behalf of Winchcombe Parish PCC

Attachment: Application Form

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| Image  The Parish of Winchcombe  | **CONFIDENTIAL** |
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| **APPLICATION FORM** |  |  |  |
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| Application for the post of | Parish Administrator |
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| **SECTION 1** |  |  |  |
|  |  |  |  |
| Surname |  |
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| Forename (s) |  |
|  |  |  |  |
| Address |  |
|  |  |  |  |
| Home telephone number |  |
|  |  |  |  |
| Mobile number |  |
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| E-mail |  |
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| **SECTION 2 – PRESENT EMPLOYMENT (paid or voluntary)**What is the title of your present job? Please give the date you started and a brief outline of the work. |
| **Reasons for leaving your current post and applying for this** |
| **Current notice period**  |

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| **SECTION 3 – EDUCATION AND PROFESSIONAL QUALIFICATIONS**Please give details, with dates, **most recent first**. |
| **a) Education.** Please give qualification obtained |
| From | To | Qualification/experience |
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| **b) Other professional/practical qualifications obtained** (eg driving licence, NVQ, City & Guilds etc.) |
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| **SECTION 4 – CAREER** Please give details, with dates, with earliest first (including any voluntary and/or overseas work). Please explain any gaps and give a relevant address for each appointment |
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| Please give a brief indication, with dates, of the nature of the work and responsibilities along with the reason for leaving. |
| From | To | Description (nature of work and responsibilities) |
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| **Earliest start date** |
| **Interests and Hobbies** |  |
| Please indicate your recreational interests. |  |

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| **SECTION 6 – PERSONAL STATEMENT**Please state your reasons for applying for this post. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the Job Description, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests. Please continue on a separate sheet if necessary. |
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| **SECTION 7 – CONFIDENTIAL****This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel.****References:**Please give names, occupations and addresses (including e-mail if possible) of two persons to whom reference can be made and the capacity in which they have known you. At least one should be from a minister of a church or a senior lay person – for example a current churchwarden. Referees should have a detailed up-to-date knowledge of your work, background and relevant experience. Please obtain their permission. |
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| We expect to take up references before the interview unless you have indicated otherwise. |
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| **Are there any medical conditions or accessibility needs that we need to take into consideration to enable your participation at interview.** |
| If yes, please give details here: |

**SECTION 8 The Parish Administrator role will require a basic DBS check to be completed which will be done on acceptance of post by the successful candidate.**

**SECTION 9 declaration**

*Please read this carefully before signing this application.*

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| 1. **I understand that I may be subject to a basic level DBS check as set out in SECTION 8.**
2. **I understand that all people working for the church and have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England’s commitment to promoting racial equality. This explicitly includes the BNP. I can confirm / not confirm that I am able to comply with this.** (please circle as appropriate)

**Signature:****Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

To submit your application please email to churchwardens@winchcombeparish.org.uk by **Midday on Thursday 29 February 2024.**

Alternatively you may post your application to arrive by **Midday on Thursday 29 February 2024.** to:

Simon Andrews, Churchwarden, St Peter’s Centre Gloucester Street Winchcombe

GL54 5LU

Interviews will provisionally take place on the afternoon **Monday 11 March 2024**

**Privacy Notice**

This notice explains how the information you supply in your Confidential Declaration is used and your rights with respect to that data as required by the General Data Protection Regulation 2016/679 (the “GDPR”) and the Data Protection Act 2018, (the “DPA 2018”).

**1. Who we are**

As the person with data controller responsibilities are the Churchwardens of Winchcombe Parish, c/o St. Peter’s Centre, Gloucester Street, Winchcombe. GL54 5LU.

**2. The data we collect about you**

We collect your name and address as provided by you in your application form and where appropriate your Confidential Declaration Form.

3. Purposes and lawful bases for using your personal data

The overall purpose of the confidential declaration is to ensure that I/we take all reasonable steps to ensure the candidates are suitable for post.

We use your data for the purpose and lawful basis of appointing individuals to positions of respect, responsibility or authority where they are trusted by others.

 **4. Sharing your data**

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser. It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes, or as required by law, under Schedule 1, Part 1, Part 2 or Part 3 (as appropriate) of the Data Protection Act 2018, with the following:

* Police
* Children’s or Adults Social services in Local Authorities
* Statutory or regulatory agencies, (e.g. the DBS)

**5. Data Retention**

We keep your personal data, if your application is successful, for no longer than reasonably necessary for the periods and purposes as set out in the retention table below at the following link:

[https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%20Records-%20Retention%20Tool%20kit%20-Dec%2015.pdf](https://www.churchofengland.org/sites/default/files/2017-10/Safeguarding%2520Records-%2520Retention%2520Tool%2520kit%2520-Dec%252015.pdf)

**6. Your Legal Rights and Complaints**

Unless subject to an exemption under the GDPR or DPA 2018, you have the following rights with respect to your personal data: -

* The right to be informed about any data we hold about you;
* The right to request a copy of your personal data which we hold about you;
* The right to request that we correct any personal data if it is found to be inaccurate or out of date;
* The right to request your personal data is erased where it is no longer necessary for us to retain such data;
* The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
* The right to object to the processing of your personal data
* The right to obtain and reuse your personal data to move, copy or transfer it from one IT system to another. [*only applicable for data held online*].

**7. Complaints**

If you have any questions about this policy, including any requests to exercise your legal rights, please contact: The Churchwardens of Winchcombe Parish, c/o St. Peter’s Centre, Gloucester Street, Winchcombe. GL54 5LU

If you feel that your complaint has not been dealt with appropriately please contact the Information Commissioners Office on 03031231113 via email <https://ico.org.uk/global/contact-us/email/>