



Job Description

Job Title:	ADMINISTRATOR
Salary:	£15/Hour
Hours:	15 hours per week, with the possibility of increasing.
Location:	Saint Stephen on the Cliffs, Blackpool, FY29RB
Responsible to:	The Vicar of St Stephens Church.
Responsible for:	Accounts, Hall and Residential Property Management, Volunteer Coordination, Maintenance Contracts.

1. Background

Saint Stephen on the Cliffs occupies a large site in North Blackpool and is well used by the local community. We are currently recruiting for a part time Administrator who will be capable of running our accounts, hall hire and other varied tasks. Many of the people you will be working with are volunteers and so we are looking for someone who is comfortable with a varied, occasionally challenging, role.

We are seeking someone who has a good level of education, particularly in Maths and English and is an excellent communicator, comfortable dealing with a wide range of people in a professional and friendly manner, including telephone calls emails and personal callers, ensuring they are handled in an appropriate and sensitive way.

2. Purpose of the role

The purpose of the Administrator is to support the Vicar with church administration tasks and our Parish Office is one of the first points of contact with enquiries.

3. Overview of the main aims

Experience of accounting processes is an essential requirement, as well as the ability to generate invoices for services rendered and paying bills as they come in, and budgeting for short and long term.

You will be well organised with the ability to manage your own workload. Self-motivated and happy to work alone whilst recognising they are part of a team.

You will be confident with technology including Office applications (Word excel etc) and online communications. We use Xero for our accounts, but will provide training if required. You will also be confident running a small payroll.

To provide general administration support for the parish including collating and printing of service booklets as necessary; to update social media if requested and help to manage the parish website.

Act as a point of contact for hall bookings and keep the diary up to date. If you are able to secure more hall bookings on a permanent basis, there should be the opportunity to slightly increase your hours.

Ensuring any data the parish is required to collect is gathered and reported as necessary

Any other duties as required.

Main responsibilities

Those listed above, and seasonal responsibilities around our Annual Arts Festival, Social Nights, Christmas and Easter, Parish Fairs, Concerts and other events which might need some planning.

You will be the first point of contact with our tenants in the halls and residential properties (two flats) as well as a public face of our charity. You will be proactive in comparing contracts and seeking budget savings, as well as confident in approaching tradespeople to repair, maintain or otherwise work on our campus.

Flexibility is essential in working with a wide variety of people, and an understanding of the Christian Faith would be helpful, as our life and work here is structured around that.

Key relationships

Your primary point of contact is with the Vicar, Fr Andrew Teather. You will also report to regular meetings of the Standing Committee, and less frequently, the Parochial Church Council – our larger committee. You will liaise with our Accountants for compiling the Annual Accounts and Charity Returns, and liaise with the Diocese of Blackburn from time to time. You will also know the hall tenants and those hiring it on an ad hoc basis and the tenants in our flats.

Person Specification

Criteria	Essential	Desirable	App	Int
Experience, knowledge and skills				
a) A good level of education – GCSE pass (or equivalent) in Maths and English	ESSENTIAL		X	X
b) Confident use of technology including Office Applications (Word, Excel etc) and online communications.	ESSENTIAL		X	X
c) Knowledge of church administration and reporting processes including parish returns, or the willingness to learn.		DESIRABLE	X	X
d) Ability to run and maintain online systems to organise and share information.	ESSENTIAL		X	X
e) Experience of accounting processes	ESSENTIAL	DESIRABLE	X	X
f) A working knowledge of GDPR compliance and practice.		DESIRABLE	X	X

Personal qualities				
a) A positive person who is willing to overcome challenges, adapt to changing requirements and solve problems.	ESSENTIAL		X	X
b) Well-organised and administratively effective, with the ability to manage own workload	ESSENTIAL		X	X
c) Self-motivated and proactive, happy to work alone whilst recognising themselves to be a crucial part of the team.	ESSENTIAL		X	X
d) A team player who is able to work collaboratively with a diverse group of people including paid staff, volunteers and parishioners.	ESSENTIAL		X	X
e) An excellent communicator who is comfortable dealing with a wide range of people in a professional and friendly manner.	ESSENTIAL		X	X
f) A commitment to safeguarding children and vulnerable adults, and ensuring the application of the Church of England safeguarding policy.	ESSENTIAL		X	X

Outline of Terms and Conditions

Employer: The Parochial Church Council of Saint Stephen on the Cliffs.

Contract type: Permanent

Salary: £15 per hour.

Hours: This is a part-time role based on a 15 hour working week at £15 per hour but the post holder may be required to work additional hours to meet the reasonable requirements of the role. Time off in lieu will be given for working outside normal office hours, which may include evenings and/or weekends.

20 Days holiday annual leave (plus statutory bank holidays) pro rata should be arranged in advance with the Vicar. The holiday year runs from 1st January to 31st December. After a year in post, subject to a satisfactory annual review, this would be increased to 25 days pro rata.

Appointment will be subject to the receipt of two satisfactory references, including present or most recent employer.

The role will be subject to completion of a satisfactory 6 month probationary period with the first review after 3 months. Appraisals will take place annually thereafter.

During the 6 month probationary period 2 weeks notice is required on either side. Thereafter 1 months notice is required.

A satisfactory DBS clearance is required.

Location: The post holder will be based at the Parish Office, FY29RB.

Pension: 5% employee contribution, 3% employer contribution

Annual leave: 20 days holiday, plus statutory bank holidays (pro rata). Increasing to 25 days holiday subject to a satisfactory first year in post (pro rata).

Probationary period: Six Months

Notice Period: As Above

Expenses: Expenses, while not envisaged, should be claimed monthly.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to complete equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds and any other minority group.

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Application forms are available from the Vicar, vicar@ststephenblackpool.co.uk
Interview date is 27th March 2025 and the last date for submission of interest is the 13th March.

Preparation of Job Description

Author of Job Description	St Stephen's Standing Committee	
Date signed off	30/01/2025	Version 1