

## **JOB DESCRIPTION**

### **for Centre Administrator for the St Andrew's Centre, Hertford and Assistant Administrator at Hertford St Andrew Church, Hertford**

Location	Parish Office of St Andrew's Church, Hertford SG14 1HZ and Job Holder's home
Salary	£5,070 pa for 10 hours a week (£9.75 an hour)
Hours	10 hours a week at times to be agreed
Holidays	17 days plus public holidays
Employer	Hertford St Andrew Parochial Church Council (PCC)
Seconded for 5 hours a week to	Hertford St Andrew Community Trust (Trust)
Reports to	Chairman of the Trust on matters concerning the St Andrew's Centre & the Churchwardens for Church matters
Date drafted/revised	31 <sup>st</sup> July 2021

#### **Centre Administrator:**

The Trust is a registered charity, the main object of which is to promote and enable well-being in the community in and around Hertford through the use of the St Andrew's Centre located behind St Andrew's Church. The Centre comprises a hall and rooms available for hire by charities, clubs, NHS organisations, local authorities, counsellors, businesses and individuals. The Centre is also used by the church community on Sundays and other days of the week.

#### **JOB OVERVIEW:**

To role of the Centre Administrator is to manage on behalf of the Trust bookings for the use of the Centre, to monitor its upkeep and condition, and to work with the Parish Administrator and the Trust's Treasurer on certain financial and administrative matters.

#### **Assistant Administrator:**

St Andrew's is a busy, town centre church with a considerable amount of administrative work in order to support its activities. Apart from Sunday services, there is a strong programme of events that continue throughout the week.

The Parish Administrator works 18 hours a week on Tuesday, Wednesday morning and Friday. Responsibilities of the administrator include production of resources for church services, management of communication including by email and the church website, keeping church records including for licensing purposes, maintaining the church diary (e.g. baptisms, weddings and funerals), drawing up rotas, oversight of special events and liaison with the Centre Administrator.

#### **JOB OVERVIEW:**

To work as an assistant to the Parish Administrator. Main areas of work will be decided after the appointment is made but are likely to include tasks requiring high levels of organisation and competency with I.T.

It is hoped that the person appointed will provide cover for the Administrator in the case of holidays and other absences and will work in the Parish Office with the Administrator, combining the work with that of Centre Administrator.

## **Responsibilities and Duties as Centre Administrator**

### Customer services

- Responding to emails, calls and messages on the dedicated Centre phone about hiring a room and other issues;
- Sending out booking forms to new hirers and collecting in and reviewing completed forms;
- Meeting potential hirers to show them the Centre;
- Letting in new and one-off hirers;
- Updating of the Centre webpage including the bookings calendar;

### Management of the Centre

- Checking the condition of the Centre, particularly after a party or one-off letting;
- Reporting to the Trustees any damage or wants of repair of the buildings, fittings or equipment;
- Liaising with contractors employed by the Trustees and giving them access to the Centre and locking up afterwards;
- Opening and closing the divider as required or liaising with certain trusted regular hirers to do so;
- Advising the cleaners if the Centre will be in use when they usually clean;
- Monitoring the cleaning of the Centre and removal of rubbish by the appointed cleaners;
- Regular checking of supplies of cleaning and sanitising substances and materials and the ordering and overseeing of delivery of new supplies;
- Refilling of sanitiser dispensers;
- Arranging for a volunteer (from a list to be compiled) to open up for parties at weekends and close up afterwards;
- Adjusting the time clocks on the lights, to ensure that the path to the Centre is lit in the evenings;
- Attending to the display of notices in the Centre as required by law or for the proper use of the Centre as directed by the Trustees;
- Assisting the Trustees in the implementation of management policies and procedures for the operation of the Centre;
- Accident & Incident Book – monitoring and reporting to the Trustees of incidents entered;
- Maintaining in conjunction with the Parish Administrator a schedule/diary for annual servicing eg of gas boiler, fire safety devices, PAT testing etc; and ensuring servicing is done;
- Carrying out and recording of monthly checks of the electrical equipment from the PAT testing schedule;

- Carrying out and recording of monthly fire alarm check.

### Finance & Administration

- Keeping the lettings diary up to date;
- Producing and distributing a monthly lettings schedule;
- Invoicing all regular hirers once a month with a copy to the Treasurer and liaising with the Treasurer over any unpaid fees;
- Liaising with the Treasurer regarding the payment of hire fees and deposits for parties and one-off lettings to ensure receipt before the event;
- Attending Trustees' meetings (usually four or five a year);
- Being aware of and observing legal requirements to do with data protection.

### **Person Specification for both rôles**

#### Skills & Experience

- Excellent communication skills both written and verbal
- Customer services skills
- Confidence and ability to work on own initiative
- Good attention to detail and record keeping
- Ability to prioritise work and demands
- Ability to work as part of a wider team
- Ability to produce invoices
- Ability, in specific circumstances, to work flexible hours in order to provide cover and support for the Parish Administrator or as may be required for the needs of the Centre
- A high level of I.T. competency
- An understanding of and support for the mission of Hertford St Andrew Church and the objects of the Trust

#### Other requirements:

- Consent to a Basic DBS (Disclosure Barring Service) check
- Undertake safeguarding training as required.

**Hertford St Andrew Parochial Church Council (PCC) takes seriously its collective responsibility to protect and safeguard the welfare of children and adults who may be vulnerable. We commit ourselves to nurture, protect and safeguard all our members, particularly our children, young people and vulnerable adults. We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church community. We accept and endorse the principle of the Children Act (1989, 2004), the House of Bishops' Policy Statement (1999)**

If there is anything in this document or concerning the application form or process you wish to discuss, please telephone Richard Taylor, Chairman of the Trust, on 07703 197707.