

Benefice of the Resurrection

Job Description – Benefice Administrator

Reporting to Vicar

Working in close collaboration with the other Benefice Administrator.

Working base: The Parish Office, All Saints Hall, Queens Road, Alton and agreed times working at home.

Role Purpose

To support effective administration of the Benefice.

Administrative Support and Cover

- Assist the Benefice with a range of administrative tasks
- Provide cover for the tasks of the other Benefice Administrator in case of absence

Point of contact for the Benefice

- Be a welcoming first point of contact for the benefice by email, phone, letter and face to face
- Deal with correspondence

Insurance

- Arrange the timely renewal of POTR/BLS insurance (coordinating with Finance & Admin Committee and PCC)
- Be familiar with POTR/BLS insurance requirements
- Coordinate the completion of any actions required by POTR/BLS insurance – for example, diarise arrange and coordinate any periodic checks required by POTR/BLS insurance
- Provide notification/ information to POTR/BLS insurer as required by insurance

Building and equipment checks, testing and maintenance

- Maintain a schedule of checking/ testing at each building as required by (i) the latest Quinquennial Inspection Reports and (ii) POTR/BLS insurances (iii) Local Church Groups
- Arrange checking/ testing and maintenance of buildings and equipment (including as identified by the Exec Committee or the relevant Local Church Group)
- Arrange Quinquennial Inspections
- Maintain the Terrier & Inventory for each church
- Provide an annual report of checking/ testing and maintenance to PCC – works undertaken and works required

Engaging Contractors on behalf of POTR/ BLS

- Obtain relevant quotes (from approved contractors where available) according to the agreed Delegation of Authority
- Obtain/ coordinate PCC/Churchwarden/Local Church Group approval in line with POTR/BLS Delegation of Authority
- Obtain Faculties or List B permissions when required
- Coordinate contract signing
- Coordinate with churchwardens and others in POTR/BLS regarding carrying out and completion of work

- File contract(s) in the POTR/BLS contracts database
- Coordinate collection and filing of relevant documentation (including certificates of completion, warranties etc.)
- Arrange payment of contractor invoices
- Maintain a database of all POTR/BLS contracts and arrange for their renewal as appropriate

Meetings

- Prepare and send agendas for, attend and minute POTR PCC meetings
- Prepare and send agendas for, attend and minute POTR Executive Committee meetings
- As required attend meetings with the Ministry team and other meetings as directed by the Vicar and/or the Associate Vicar

Undertake occasional tasks as directed by the Vicar and/or Associate Vicar.