

JOB DESCRIPTION Date of JD: _____

Job Title:	Assistant Parish Secretary and Reception Co-ordinator
Department:	Parish Centre
Reporting to:	Parish Secretary
Supervisory Responsibility:	Reception Volunteers
Financial/Budgetary Responsibility:	None
Job Purpose:	To assist the clergy and other members of the Parish Centre team in the performance of general administrative tasks and to deputise for the Parish Secretary. To lead and co-ordinate the team of volunteer receptionists who will assist in answering the telephone, and dealing with personal enquiries, courteously and effectively, maintaining an atmosphere of warmth and welcome between members of the public and people representing the Christian ethos of Beverley Minster.
Main Duties and Responsibilities:	Beverley Minster is a Christian Church which exists to glorify God and serve the community. Members of staff are therefore expected to maintain the highest professional standards of performance, tact, politeness and confidentiality. Those who interact with the public should maintain a smart appearance. They are also expected to support and facilitate the clergy in the breadth of their ministry.
Duties & Responsibilities:	<ul style="list-style-type: none"> • To deputise for the Parish Secretary in her absence • To facilitate good communication and distribution of information • To deal with all emails, personal and telephone enquiries, in a courteous, helpful and efficient manner and log information. • To ensure that information is processed and communicated in a coordinated and thorough way. • To produce the weekly notice sheets. • To word process documents including the service orders, worship rotas, minutes and reports • To maintain databases • To carry out filing, photocopying and other general administrative duties • To administer the Baptism Process. • To maintain the room bookings for the Minster, Parish Hall, Emmaus Room, Centre Boardroom and Peter Harrison Rooms and liaise with the hirers • To process the money and manage the postal distribution of Parish Magazines

- To maintain the Registers – in clear handwriting using a fountain pen
- To oversee the maintenance of the Minster website and the Google calendar
- To occasionally cover the reception desk
- To undertake any other duties as may be reasonably required by the clergy and line managers

To lead and co-ordinate a team of volunteer Receptionists

- To organise Rota of receptionists
- To take new volunteers through an induction process
- To update volunteers on a weekly basis via production of a Volunteer's newsletter
- To promote equal opportunities in all aspects of the role
- To ensure compliance with relevant legislation, statutory codes of practice and Health and Safety legislation

Additional responsibilities:

- Ensure that the highest standards of professional performance are maintained
- Participate in the arrangements for annual performance reviews
- Ensure that professional skills are regularly updated through participation in training and development activities

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.