

Job Title: Church Office Administrator (Part-Time)

Location

St Mary-at-Hill Church, St Mary at Hill, London EC3R 8EB

Hours

12 hours per week. Working pattern to be agreed, ideally across 3 weekdays (c 9-1).

Salary

£12,000 per annum. Pension contribution.

Responsible to

The PCC (the employer); The Rector and Assistant Priest (as line managers)

Purpose of the Role

The Office Support Administrator will provide efficient administrative and practical support to the ministry and mission of the church. The postholder will help ensure the smooth day-to-day running of the church office and act as a welcoming first point of contact for church members, visitors, event organisers/attendees and members of the wider community. This role supports the life of the church by assisting clergy, staff, and volunteers in delivering worship, pastoral care, and wider community activities and events.

Key Responsibilities

Administration

- Provide general administrative support for clergy and church leadership
- Answer telephone calls, emails, and enquiries in a timely and courteous manner
- Maintain church calendars, bookings, and event reservations
- Prepare notices, service sheets and choir music, newsletters, and other communications
- Keep parish records and databases accurate and up to date
- Manage incoming and outgoing post
- Produce an Administrator's Report for each PCC meeting

Financial and Record Keeping Support

- Assist with maintaining records of donations and Gift Aid where required
- Support invoice processing, banking, expenses, payments and simple financial administration
- Maintain confidential personnel and safeguarding records in line with church policy

Church Activities Support

- Assist with administration for weddings, baptisms, funerals, and other occasional offices
- Support organisation of church services, events, meetings, and community activities
- Prepare agendas, minutes, and documentation for meetings where needed
- Contribute updates to the website and social media

Office Management

- Maintain office supplies and order stationery as required
- Ensure office equipment is functioning and arrange servicing when needed
- Keep office systems organised and efficient
- Manage annual fabric testing and maintenance issues

Hospitality and Communication

- Welcome visitors to the church office
 - Liaise with church members, volunteers, contractors, and external organisations
 - Represent the church in a professional and courteous manner at all times
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Person Specification

Essential

- Previous administrative or office experience
- Good organisational skills and attention to detail
- Strong written and verbal communication skills
- Competence in Microsoft Office or equivalent software
- Ability to handle confidential information sensitively
- Ability to work independently and manage time effectively
- Friendly and approachable manner

Desirable

- Experience working in a church, charity, or community setting
- Familiarity with church life and structures
- Experience with social media or website updates
- Basic bookkeeping experience

Personal Qualities

The postholder should:

- Be reliable and trustworthy
- Show sensitivity to the Christian ethos of the church
- Work cooperatively with clergy, staff, and volunteers
- Demonstrate flexibility and initiative
- Be respectful of the church's ministry and mission

Safeguarding

The church is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The successful applicant will be expected to comply with the church's safeguarding policy and will be required to undertake a DBS check.

Occupational Requirement

Because this role supports the ministry of the church, there is an expectation that the postholder will be sympathetic to the values and mission of the Church of England.