

Parish Administrator – Job Description

St Mary's Church, Summerstown

20 hours per week

Overview

St Mary's Church Summerstown is a friendly, multi-cultural evangelical Anglican church in south-west London. We are committed to serving our diverse community and supporting a growing range of ministries.

The Parish Administrator plays a central organisational role, ensuring excellent administration that supports the smooth running of church life, the work of the Vicar and Parochial Church Council (PCC), and the church's mission. This post is administrative rather than ministerial, and the post-holder will ensure that core systems, policies, and processes run efficiently.

Purpose of the Role

To oversee and deliver the day-to-day administration of St Mary's Church, providing organisational and administrative support to the Vicar, staff team, and PCC, and ensuring compliance with policies and statutory requirements.

The Parish Administrator is often the first point of contact for the public and plays a key role in ensuring the church office is welcoming, responsive, and aligned with the ethos and aims of St Mary's.

This role offers a wide range of responsibilities and variety in the role. There is opportunity to shape the core operations and smooth administration of the church. You will be part of a small, friendly and supportive staff team and a welcoming church family. The role can be done part-time/flexibly. St Mary's will provide access to relevant training and development opportunities for you to succeed in the role, for example ChurchSuite or IT training, UK Church Administrators Network conference.

Key Responsibilities

1. General Administration

- Oversee and maintain all administrative systems required for the smooth running of church life.
- Manage the church diary, bookings, office email inbox and phone, and respond to general enquiries.
- Prepare administrative documents including agendas, reports, policies and correspondence for the Vicar, PCC, and church committees.
- Admin for Sunday services eg service sheets and service plans

- Support the organisation of rotas (e.g. welcome, refreshments, readings, prayers), using ChurchSuite including, in liaison with the vicar, identifying people to fill roles.
- Maintain up-to-date databases, directories, and mailing lists in line with GDPR.

2. Policy Management & Compliance

- Maintain, update, and store all statutory and internal church policies (e.g., health & safety, data protection, risk assessments).
- Schedule regular policy reviews and ensure documentation is complete, current, and appropriately circulated.
- Coordinate annual renewals of licences, insurance, and any other required compliance documentation.
- Working with our Health and Safety lead to ensure compliance.

3. Safeguarding Administration

- Provide administrative support to the Parish Safeguarding Officers.
- Maintain secure safeguarding records.
- Organise DBS checks, training records, and safer recruitment paperwork.
- Support safeguarding audit work and diocesan returns.

4. Deployment & HR-Related Admin

- Assist with staff, volunteer, and rota deployment by managing contact information, onboarding processes, and coordination of availability.
- Provide light administrative oversight of the Pastoral Assistant (e.g. agreed task monitoring, scheduling, and document support).
- Support implementation of PCC policies relating to volunteer compliance and training.

5. Buildings Administration

- Handle administrative aspects of the church building, including faculty applications, permissions, contractors' paperwork, and record-keeping.
- Liaise with service providers and contractors for repairs, maintenance, and compliance checks.
- Support the Vicar and Churchwardens with building-related documentation and scheduling.

6. Hall Hire & Nursery Liaison

- Manage hall bookings, invoicing, agreements, and enquiries.
- Maintain strong communication with the nursery operating in the building; oversee paperwork, keys, safety requirements, and contract compliance.
- Maintain accurate records and ensure hire agreements and safeguarding expectations are met.

7. ChurchSuite & Digital Systems

- Use ChurchSuite to manage rotas, calendars, communication, and member information.
- Develop and maintain flows/workflows to streamline administrative processes (e.g. newcomers, banns of marriage, safeguarding checks).
- Support the updating of the church website and digital communication.

8. Finance, Fundraising & Grants (Administrative Support)

- Provide administrative support for fundraising initiatives, grant applications, and donor communication.
- Handle basic financial administration such as invoices, hall hire fees, petty cash records, and expense forms (bookkeeping duties remain separate).
- Support the PCC Treasurer as required with administrative tasks.

9. Occasional Lifecycle & Legal Administration

- Manage the administration of banns, baptisms, funerals, and weddings, including legal documentation, registers, and liaison with families.
- Coordinate with the Vicar closely to ensure all statutory obligations are met.

10. Communications

- Assist with written communication on behalf of the church (emails, newsletters, orders of service).
- Produce publicity for church events where needed (e.g., posters and flyers).
- Support internal communications including term cards, newsletters, and reminders.

11. Other Duties

- Attend regular meetings with the Vicar to review priorities.
- Undertake other reasonable administrative duties as required and agreed.

Person Specification

Essential

- Strong organisational skills with excellent attention to detail.
- Ability to prioritise workload, solve problems, and work independently.
- Proficiency with IT (Microsoft Office and online tools; familiarity with ChurchSuite is highly desirable).
- Good written and verbal communication skills.
- Discretion, reliability, and ability to handle confidential information appropriately.
- A collaborative team player who can also work alone confidently.

Desirable

- A committed Christian
 - Experience in church administration or charity administration.
 - Knowledge of GDPR, safeguarding, or compliance administration.
 - Experience overseeing volunteers or junior staff.
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Terms of Employment

- **Hours:** 20–30 hours per week, to be negotiated.
- **Working pattern:** Ideally within office hours (9am–5pm), flexible across days. Can be term-time only. Occasional evening or weekend work may be required for specific events.
- **Place of work:** Ideally church office but could be some home working.
- **Salary:** £15 per hour (i.e., £11,700 - £17,550 per annum)
- **Annual leave:** 5 weeks (pro rata) plus bank holidays.
- **Supervision:** The Parish Administrator reports directly to the Vicar.
- The successful candidate must obtain an Enhanced DBS Disclosure.

How to apply for the job

If you would like an informal discussion about the job, please contact the Vicar, James Fletcher: james@summerstown.org.uk.

To apply, please send your CV and a covering letter explaining why you are interested in the role and how you meet the required skills of the role to james@summerstown.org.uk.

The deadline for applications is Friday 19th June 2026.