Parish Administrator

Role Description and Person Specification

St Mary's Redbourn

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

Role Description

Main purpose of the role	Managing the administration of the Parish of St Mary's Redbourn. This includes the administration of our worship including occasional offices, burials, interments and headstones, oversight of all bookings and assisting with our online presence.
What the role involves	You will be expected to: • Be the first point of contact for most enquiries, in particular for baptisms, weddings and funerals, interment of ashes and hall bookings. • Oversee bookings for the church and hall • Assist in keeping our online presence up to date through our website, social media platforms and A Church Near You. • Be aware of and comply with all relevant safeguarding requirements • Know how to respond to and report any safeguarding concerns or allegations • Be a church key-holder • Ensure that personal data is stored securely • Make rotas and share them with team members • Attend meetings for your support, guidance or supervision • Look after purchasing of certain supplies
When and where you will be doing it	Details: 16 hours a week, worked across four days, Tuesday-Friday (negotiable) Place of work: Parish Office, St Mary's Church Pay: £14.70 per hour
Disclosure and Barring Service check	A basic check is required.
To whom you will be responsible	The Vicar and the PCC

Safeguarding training requirements	The following safeguarding pathways will need to be completed: • Basic Awareness
Support you will be given	Regular meetings with the vicar or churchwardens. Training in the processes used within the parish, including ChurchSuite.
Other information	Purpose: St Mary's is an Anglican church just over five miles from St Albans in Hertfordshire. A member of Inclusive Church and an Eco Church we are seeking to employ an office administrator for 16 hours a week to assist in the day to day running of this busy and welcoming village church community. Alongside the vicar we have two church wardens and two deputies, and a ministry team consisting of 2 Lay Readers, 3 Lay Leaders of Worship as well as a retired bishop. We will be welcoming a self-supporting curate next summer and employ a Music Outreach Director who runs our Junior Choir and the Redbourn Community Choir in church. We have a very large open churchyard where we regularly have burials and interments of ashes. Much of the work will involve oversight of our hall bookings and managing the bookings of funerals, burials, interments and the placing of memorials, along with keeping our online presence up to date. Key relationships: • Line managed by the Vicar • Working with key volunteers including wardens, safeguarding officer and treasurer • Key contact for church hirers, contractors, funeral directors etc Responsibilities: Administration and communications: • Maintain and manage ChurchSuite, the software used to streamline and invoice our bookings and which holds our data. • First point of contact for enquiries via email, telephone and in person, covering various matters some of which could be pastorally sensitive. • Maintaining the Church, Transept Hall and Upper Room diaries. • Overseeing the purchase of church supplies. • Keeping online and physical noticeboards up to date alongside volunteers. This includes our online presence. • Oversee monthly accounting for the hire of the halls & invoicing hirers. • Liaising with PCC Treasurer to produce quarterly Diocesan return. Administration support for worship: • Producing the pew sheets and readings insert. • Managing baptism, wedding and funeral enquiries and administration of applications for headstones, interments and memorials. • Sharing rotas. • Maintaining parish registers.

Person Specification

Knowledge, skills, experience, personal attributes, qualifications or other requirements	This role requires someone who: • Has excellent administrative, organisational and planning skills • Has excellent spoken and written communication skills • Has good IT skills and an eye for detail • Has excellent interpersonal skills and the ability to work well with others • Is educated to A-level standard or with equivalent experience in comparable work • Is resourceful, adaptable and self motivated, with the ability to work independently and take the intiative • May have had experience in developing and implementing administrative systems and processes • Understands and maintains appropriate boundaries of confidentiality and has the ability to deal appropriately with sensitive issues • Is willing to develop skills and to engage with training • Treats everyone with respect and dignity • Is sympathetic to the Christian faith, comfortable working in a church environment and able to represent St Mary's Church.

Additional Information

The following information is relevant to **everyone** who has a role in the church.

Promoting a Safer Church	Everyone must read and have access to the Church of England's safeguarding policy statement entitled *Promoting a Safer Church*.
Training	Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's *Safeguarding Training Portal*. However, face-to-face training will be provided to anyone who can't access the online portal. Safeguarding training needs to be refreshed every three years.
Policies and Procedures	Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

Document Approval

This document was reviewed & updated on 15/11/2026.