

St Peter's Church, Petersham  
**Job Description part time Parish Administrator**  
(October 2023)

Hours and payment

8 hours per week. Hourly rate £22 per hour, 45 hours/pa holiday pay. Salary paid monthly in arrears through the payroll. Hours of work to be discussed – probably 10am-2pm Wednesday and Thursday. Based at Church Office and St Peter's Church. Occasional flexible working from home may be possible. Starting date 3 January 2024.

Line management

The Vicar

Job description

- Clerical – letters, emails, filing, posters
- Administration – administrative tasks including collecting information for safeguarding checks, buying equipment, completing annual parish return, maintaining a database of the congregation, completing the parish return monthly
- Events – assisting in the preparation of services: preparing service sheets, pew sheets (notices), sending out Sunday service readings to readers. Assisting in the preparation of other events such as concerts
- Receiving and responding to enquiries for baptisms, weddings, funerals etc, invoicing for weddings, funerals and use of the Parish Room
- Marketing – sending out the weekly Enews, maintaining the website, Instagram and Facebook sites
- Church building – working with the Churchwardens: carrying out the upkeep of the buildings including making arrangements for contractors to visit for maintenance, eg fire extinguisher maintenance. Maintaining an up to date list of key holders. Acting as line manager to the church cleaner
- Acting as Electoral Role Officer – updating the roll
- Acting as secretary of Petersham United Charities

Full induction and training will be given.

If you are interested, please send a one page cv outlining your suitability for the job and including the names of two people who will provide references. Send to the Parish Office [st.peters.petersham@googlemail.com](mailto:st.peters.petersham@googlemail.com). If you have questions, you can call 020 8940 8435. Closing date for applications: 11 November 2023.