

Job Description – Parish Administrator

St Francis of Assisi Church, Terriers, High Wycombe

Hours: 12 hours per week

Salary: £16.50 per hour

Location: St Francis of Assisi Church, Amersham Road, High Wycombe, HP13 5AB

Responsible to: The Vicar

About the Role

St Francis of Assisi Church is looking for an experienced Parish Administrator to provide administrative support to the Vicar and assist with the smooth running of the parish office.

This is a varied role requiring someone who can work closely with the Vicar, use their own initiative, manage priorities and communicate confidently and sensitively with members of the congregation and wider community.

The Parish Administrator will be responsible for general parish administration, communications, hall bookings, and administrative support for worship, occasional offices and other areas of parish life.

The postholder will work closely with the Vicar and collaboratively with the churchwardens, Treasurer, ministry team and volunteers.

Key Responsibilities

Administrative Support to the Vicar

- Provide efficient, proactive and confidential administrative support to the Vicar.
- Assist with correspondence, appointments, meetings and parish communications.
- Prepare documents, letters and other materials as required.
- Keep track of important dates, agreed actions and deadlines and follow these up as necessary.
- Assist with the organisation and administration of parish events and activities.
- Ensure the Vicar is kept informed of matters requiring their attention.

Parish Administration and Communications

- Manage general parish enquiries by telephone, email and in person in a welcoming and professional manner.
- Maintain accurate parish records and contact information.
- Prepare and distribute notices, correspondence and other parish communications.
- Assist with administrative preparation for PCC, APCM and other meetings when required.
- Maintain appropriate filing and record-keeping systems.
- Support good communication between the Vicar, ministry teams, volunteers and congregation.
- Handle personal and confidential information appropriately and in accordance with GDPR and other statutory requirements from time to time in force.

Worship and Occasional Offices

- Provide administrative support for regular worship, special services and major festivals.
- Assist with the preparation, printing and checking of Orders of Service and other worship materials when required.
- Attend the weekly Worship Team meeting, currently held on Wednesdays at 12 noon, and assist with administrative follow-up.
- Manage the administration relating to occasional offices, including baptisms, weddings, funerals and the burial of ashes.
- Respond sensitively and professionally to enquiries from families, funeral directors and others.
- Manage relevant forms, correspondence, bookings, records and certificates.
- Liaise with those involved in services and ensure that the Vicar receives the necessary information in good time.

Church Hall Bookings

- Manage church hall bookings through the online booking system, including telephone and email enquiries.
- Check booking notifications and ensure that hall bookings do not conflict with church services, parish activities or other church requirements.
- Provide prospective hirers with information about availability, charges, facilities and the terms and conditions of hire, which are available online.
- Send invoices through the online booking system when bookings are made.
- Liaise with hirers regarding key codes, access and other practical arrangements.
- Remind hirers of the terms and conditions of hire and maintain booking information through the online system.
- Liaise with the Treasurer as necessary regarding hall booking payments and related matters.
- Refer any concerns relating to the use of the hall, safeguarding, health and safety or maintenance to the appropriate person.
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Pastoral and General Administration

- Provide administrative support for the pastoral work of the Vicar and parish team.
- Handle pastoral information with sensitivity and confidentiality.
- Help maintain an organised and welcoming parish office.
- Work in accordance with the parish's safeguarding, data protection and health and safety policies.
- Undertake other reasonable administrative duties appropriate to the role and within the contracted hours.

Person Specification

Essential

The successful candidate will:

- Have good administrative and organisational skills.
- Have excellent written and verbal communication skills.
- Be able to work independently, use initiative and follow tasks through to completion.
- Have a warm, welcoming and professional manner.
- Be able to work closely and constructively with the Vicar and other members of the parish team.
- Understand the importance of discretion and confidentiality.

- Have good IT skills and be confident using Microsoft Office, email and online systems, including the church database, ChurchSuite.
- Be willing to learn new systems and procedures as part of the role.
- Be able to respect and support the Christian ethos, ministry and mission of St Francis.

Desirable

- Previous experience in an administrative, or similar role.
- Experience of working in a church, charity or community setting.
- An understanding of the Church of England and parish life.
- Experience of managing bookings, diaries or events.

Working Arrangements

The post is for 12 hours per week at £16.50 per hour and is based in the parish office at St Francis of Assisi Church.

The normal working days and hours will be agreed at appointment and will form the regular working pattern for the role.

A full induction and appropriate training will be provided in all aspects of the role.

Safeguarding

St Francis of Assisi Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The postholder will be expected to work in accordance with the parish safeguarding policy and procedures.

The appointment will be subject to appropriate pre-employment checks, including a DBS check where required.

How to Apply

Please send a CV and covering letter outlining your suitability for the role to:

Rev Azita Jabbari

azita@terrierschurch.org.uk

Application deadline: 26 September 2026 Interview date: Thursday 1 October 2026

Applicants should provide the names and contact details of two referees. References will be taken up as part of the appointment process.