SAINT MICHAEL AND ALL ANGELS, BARNES

PARISH ADMINISTRATOR ROLE SPECIFICATON

Saint Michael and All Angels, Elm Bank Gardens, Barnes SW13 is looking to recruit for the key role of Parish Administrator to work 18 hours per week in the Parish Office (to include 2 hours per week as bookkeeper in consultation with Treasurer). The current office hours are Monday to Thursday from 11am-3pm, although there can be some flexibility on hours and days for whoever takes on this role.

BACKGROUND

Saint Michael and All Angels is an Anglican (Church of England) church, and part of the Barnes Team Ministry (Diocese of Southwark). The parish covers an area near to Barnes Bridge, adjoining Mortlake. The current church, built in 1893, is in the attractive surroundings of Elm Bank Gardens/Charles Street, close to the River Thames.

Based in the Parish Office and situated in the Vestry at the church, the Parish Administrator sits at the heart of parish life, being both a principle point of contact and as a welcoming face of the church for the local community. The Vicar describes the church as: *'a diverse, inclusive and lively church'* which is '*at the centre of a friendly and vibrant community'*. We would expect our Parish Administrator to share our parish's mission, vision and values.

You can find out more about us on our website: www.stmichaelbarnes.org

KEY RELATIONSHIPS

The parish is led by the Vicar, Fr Stephen Stavrou, one assistant Priest, the Churchwardens and the Parochial Church Council (PCC), which is a registered charity. The Parish Administrator is employed by the PCC and is line managed by one of the Churchwardens.

Day to day, the Parish Administrator works closely with the Vicar and other clergy, members of the PCC, Churchwardens, the Parish Safeguarding Officers and other church officers.

ROLE PROFILE AND CORE FEATURES OF THE ROLE

We are seeking an enthusiastic, motivated, empathetic and highly organised person to join our team as Parish Administrator. This role offers a unique opportunity to play a key part in supporting the parish's mission and day-to-day operations and serving the local community.

- Administration connected with the effective running of the Parish Office.
- Administrative support to the Vicar, Churchwardens, Treasurer and ministry team.
- Assist with special events, communication and publicity.

DETAILED DESCRIPTION

Functions include but are not limited to the following:

PARISH OFFICE AND ADMINISTRATION

We are looking for our Parish Administrator to be highly-organised, efficient, and composed in the face of deadlines and a busy church life.

PARISH OFFICE

- Manage the parish office in the vestry at St Michael and All Angels, Elm Bank Gardens/Charles Street, Barnes SW13

- Manage enquiries received in the parish office by phone, email and in person, in a timely and appropriate way.
- Order supplies of stationery, materials and ministry of the parish, particularly as pertains to the photocopier and Office.
- Filing, tidying and maintaining good order in the Office.
- Order consumables for the Parish Office and post parish services tea and coffee and drinks receptions.

PARISH ADMINISTATION

We are looking for someone who works well with other people and in particular with the Vicar and Wardens in order to support them in their ministry.

- Provide administrative support to the clergy, Churchwardens, Treasurer and Director of Music St Michael and All Angels.
- Be the initial point of contact for weddings, baptisms, funerals and, with the clergy, manage the administration for these, including arrangements for services and linked events, invoicing and processing fees.
- Undertake administrative support on request such as emailing, researching information, printing documents and diary management. Duties to include:

    - Preparation of weekly pew sheets, notices, orders of service and other documents as required.
    - Drafting rotas relating to services.
    - Updating of noticeboards.
    - Maintaining the parish database/directory, diary, and website.
    - Communicating with parishioners via email.
    - Updating the website.

- Proactive upkeep of all certification and documentation relating to areas such as insurance, appliances, utilities etc. in collaboration with the Churchwardens.
- Financial administration e.g. paying invoices and bookkeeping, liaising with the Treasurer as necessary.
- Maintain parish records and registers, making quarterly returns to the Diocese.
- Process DBS applications and working with the Parish Safeguarding Officers to fulfil our Safeguarding requirements.
- Issue keys for the church and maintain appropriate records of this – liaise with third parties about hire of the church.
- Be the Data Protection Officer for the parish and manage data protection for the PCC as required by law.
- Act as the Electoral Roll Officer for the parish and maintain the electoral roll.

SPECIAL EVENTS

Assist with:

- Organise invitations and logistics for special events in the church.
- Coordinate church activities within the parish.
- Produce policies and risk assessments and keeping them up-to-date.

Community

- Be the initial point of contact for numerous and varied enquiries from local organisations and members of the public and liaise with clergy and others as appropriate.
- Make and maintain contacts with key local organisations and community stakeholders.
- Liaise with the Community Centre Administrator when required.

REQUIREMENTS AND SKILLS

Essential

- Supports the vision and values of St Michael & All Angels Church as an Inclusive Church within the Church of England (see our Mission, Vision and Values here: https://stmichaelbarnes.org/about-our-church/).
- A pleasant, flexible and approachable manner.
- Reliable, trustworthy and willing to learn.
- Good eye for detail with strong organisational skills and effective time management.
- Good interpersonal communication skills and ability to work with a wide variety of people.
- Committed to and understands the safeguarding of young people, children and vulnerable adults and will undertake safeguarding training appropriate the role. A DBS check will be required.
- The ability to keep confidences with regard to pastoral matters that are often routed through the office, and to act with tact and sensitivity at all times, particularly with volunteers.
- Good typing and general IT skills with strong written communication skills. The ability to use Word and willingness to develop skills with other software.
- A knowledge of/good eye for design generally, with experience of Microsoft Publisher or similar, such as Canva.
- Ideally an understanding of WordPress or similar.

Desirable

- An understanding of church life and/experience of working within a church setting/or familiarity with the Christian faith.
- Experience with Excel, Publisher, Xero, MailChimp and WordPress or similar – it may be possible to provide training where needed.

TERMS AND CONDITIONS

- The Parish Administrator will be line managed by one of the Churchwardens, but direction of much of the day-to-day work will come from the Vicar and to a lesser extent, from other office holders.
- Core hours are 18 hours a week (currently over four days - Monday-Thursday 11:00am-3:00pm, but we are willing to discuss distribution of days and hours). In any given week, days and times can also be somewhat flexible according to circumstances.
- Leave is 24 days *per annum* (6 weeks equivalent to the working week) – ideally some leave is taken in the month of August when the Parish Office is traditionally closed for a time. Bank holidays are pro rata to hours worked.
- Salary is £14,976 per annum (fte based on 35 hour week £29,120).
- Workplace pension available.
- A detailed contract will be provided.

There is a probationary period of 6 months, during which employment may be terminated on one week's notice by either side. Thereafter, notice is minimum one month.

Performance will be assessed annually through an appraisal with one of the Churchwardens each year.

APPLICATIONS

We are looking for a new Parish Administrator to start ideally in September or as soon as possible afterwards.

Please send your CV, a covering letter outlining your suitability for the role, the names of two referees and reasons for applying, including details of relevant experience to:

The Churchwardens on churchwardens@stmichaelbarnes.org and Vicar on vicar@stmichaelbarnes.org

Closing date 31st July 2026

Interested candidates are also welcome to have an informal conversation with the Churchwardens or Vicar using the email addresses above.

Interviews will be held during August 2026. All applicants will be contacted to say whether or not they are being invited to interview. Any offer following interview will be subject to:

- provision of at least two satisfactory references, including one from your most recent employer/place of study;
- verification of your right to work in the UK; and
- completion of a confidential safeguarding declaration.

We are an inclusive and equal opportunities employer, celebrating and affirming every person, and we welcome applications from all suitably qualified people. We do not discriminate on grounds of disability, economic power, ethnicity, gender, gender identity, learning disability, mental health, neurodiversity or sexuality.

If you are excited by the possibilities of this role and would like to become a key part of our parish, please get in touch.