

# Parish Administrator

St Mary's, Almondsbury and the South Severnside Benefice

## Advertisement

**Are you an organised, friendly and proactive administrator looking to make a meaningful difference in the community?**

We are seeking a Parish Administrator to support our Vicar, Rev Anjali Kanagaratnam, and **play a key role** in the life and ministry of St Mary's Almondsbury and the South Severnside Benefice.

This is a varied and rewarding role at the heart of an active church community, providing essential administrative support to help our parish and benefice run **smoothly** and **effectively**.

**The post is part-time for 12 hours per week** spread over 3, 4 or 5 days by agreement. The salary is £8,600 pa, equivalent to £25,083 full-time. Holidays entitlement is five weeks plus bank holidays.

Please note that due to the nature of this role and its involvement in supporting the ministry and mission of the church, there is a Genuine Occupational Requirement that **the post holder is a practising Christian**.

**Full details are available at [www.AlmondsburyChurch.org.uk](http://www.AlmondsburyChurch.org.uk)**

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Informal enquires are welcome and should be addressed to **Rev Anjali Kanagaratnam**

Mobile Number: 07526 972893; Email Address: [vicar@southsevernside.org.uk](mailto:vicar@southsevernside.org.uk)

**Applications must be submitted by completing the application form and returning it by email to [vicar@southsevernside.org.uk](mailto:vicar@southsevernside.org.uk) by 20 April 2026.**

**Interviews will be held on 5 May 2026.**

If for any reason the post is not filled, it will remain open for further applications, without being readvertised.

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**St Mary's**  
Almondsbury

# Job description

## Purpose of the role

To provide efficient administrative, communication, and organisational support to the vicar and parish so that the mission and ministry of the church can operate effectively. The Parish Administrator is often the first point of contact for the church and helps ensure the smooth running of parish life.

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## Key Responsibilities

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### 1. Office Administration

- ◆ Manage the parish office and respond to enquiries by phone, email, and in person.
  - ◆ Maintain parish records, registers, and databases.
  - ◆ Prepare and produce parish correspondence, letters, and documents.
  - ◆ Manage the parish diary and booking system for church buildings.
  - ◆ Order office supplies and maintain office equipment.
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### 2. Communication

- ◆ Prepare weekly service sheets, newsletters, and notice sheets.
  - ◆ Update the parish website and social media.
  - ◆ Distribute parish communications to congregation members.
  - ◆ Support communication for church events and activities.
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### 3. Church Services and Events

- ◆ Assist with administrative preparation for baptisms, weddings, funerals, and special services.
  - ◆ Liaise with families, funeral directors, and wedding couples where appropriate.
  - ◆ Maintain service registers and records as required by the Church of England.
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### 4. PCC and Meetings

- ◆ Prepare agendas and papers for PCC meetings and other committees.
  - ◆ Take and distribute minutes where required.
  - ◆ Maintain official parish records and documentation.
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### 5. Safeguarding and Compliance

- ◆ Assist with maintaining parish safeguarding records.
  - ◆ Support compliance with diocesan policies and procedures.
  - ◆ Ensure documentation is securely stored in line with GDPR.
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### 6. Financial Administration

- ◆ Process invoices in conjunction with the Treasurer.



## Person Specification

### Essential Skills

- ◆ Good organisational and administrative skills.
- ◆ Excellent written and verbal communication.
- ◆ Competent in Microsoft Office or similar software.
- ◆ Ability to maintain confidentiality and handle sensitive information.
- ◆ Ability to work independently and manage workload.

### Desirable

- ◆ Experience in an administrative or office role.
  - ◆ Experience working in a church or voluntary organisation.
  - ◆ Familiarity with Church of England structures and terminology.
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### Personal Qualities

- ◆ Friendly and approachable.
  - ◆ Reliable and trustworthy.
  - ◆ Able to work collaboratively with clergy, volunteers, and church members.
  - ◆ Sympathetic to the mission and values of the Church.
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### Working Hours

- ◆ 12 hours per week spread over 3, 4 or 5 days by agreement.
  - ◆ Attendance at PCC meetings will be required – normally 6 evening meetings per year.
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### Location

Parish Office. Some working from home may be possible by agreement

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### Salary and other conditions of employment

- ◆ £8,600 pa which is equivalent to £25,083 full-time)
  - ◆ 5 weeks holiday pa plus bank holidays (pro rata)
  - ◆ Sick Pay: Statutory Sick Pay.
  - ◆ Automatic enrolment into NEST pension scheme unless choosing to opt out.
  - ◆ Line Manager: The Vicar
  - ◆ Probation: The appointment will be subject to a six-month probationary period.
  - ◆ Notice of termination of employment: One month either way.
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### Genuine Occupational Requirement

Please note that the due to the nature of this role and its involvement in supporting-the ministry and mission of the church, there is a **genuine occupational requirement that the postholder is a practising Christian.**

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### Review

This job description will be reviewed periodically by the Incumbent and PCC to ensure it continues to reflect the needs of the parish.

