



St. Mary's Church, Bromley

[www. https://www.stmarys-bromley.org.uk/](https://www.stmarys-bromley.org.uk/)

Part-Time Parish Administrator Vacancy (10 hours per week)

Parish Administrator Opportunity

St Mary's Church, Plaistow Bromley, is seeking a reliable and well-organised part-time Parish Administrator to support the smooth running of its busy parish. This is a key role at the heart of the church community, providing administrative, communication and practical support to the clergy, congregation and wider community. The role requires someone with excellent organisational, interpersonal and IT skills, as well as the ability to manage a varied workload with accuracy and efficiency. The individual will be committed to helping serve the parish with warmth and professionalism.

Application Process

Applicants are asked to complete the application form, which is also on the website and you may enclose an up-to-date CV in addition to the completed application form should you wish. The completed documents should be submitted by email to recruitment@stmarys-bromley.org.uk no later than **5.00 pm on Friday, 7th November 2025**. Following the closing date, shortlisted candidates will be contacted and invited to attend an in-person interview.

A bit about St Mary's

St Mary's is a welcoming church on College Road in the north of the London Borough of Bromley. It has a congregation engaged in all aspects of church life, led by the vicar Rev Eucharika and her clergy.

The Role of Parish Administrator

Reporting to the Vicar, the Parish Administrator will provide a range of administrative services to support the clergy and the Parochial Church Council (PCC) to ensure the church operates efficiently, serves its community well.

Initially employed on a one-year (12 month) fixed term contract (FTC), the role will be for 10 hours per week (across three days) working in the Church Office on College Road, Bromley, although there may be the opportunity for some home working once the role is established.

The main responsibilities include:

General Administration

- Respond promptly and professionally to routine enquiries from the congregation and visitors, managing emails and phone calls with efficiency and professionalism.
- Efficiently and effectively manage all bookings and enquiries, ensuring accurate records and clear communication are maintained.
- Proactively manage administrative tasks of Sunday services to ensure their smooth running. This includes sending reminders and notifications to those responsible for welcoming, reading, stewarding, communion preparation, and collection tasks.
- Coordinate routine administration and maintain the church diary with good accuracy and attention to detail.
- Audit supplies regularly and order church stationery to ensure resources/equipment are always available.

Communication

- Maintain and develop the church website in collaboration with the publicity team, ensuring it remains attractive, up to date, and an inspiring reflection of the church's mission.
- Prepare service materials such as weekly readings, baptism cards & candles, and marriage documentation with care and timeliness.
- Produce and distribute the weekly church newsletter via ChurchSuite, email, post and the website, ensuring information is clear and accessible.
- Oversee the design, production, and distribution of external publicity, including leaflets, the parish magazine, and other materials.
- Communicate effectively with Church Wardens and the PCC and coordinate the timely distribution of meeting documents.
- Prepare documentation and notices for the Annual Parochial Church Meeting (APCM) under the direction of the Vicar, ensuring compliance with church requirements.
- Maintain church communication systems by regularly updating ChurchSuite.
- Liaise with all key members of the congregation and lead volunteers to ensure efficient and smooth-running activities.

Special Projects

- Lead on additional projects assigned by the Vicar, taking ownership to deliver them effectively and in line with the church's vision.

Personal Qualities

St Mary's is a vibrant and welcoming church where everyone works together with openness, flexibility and mutual support. The church is seeking a Parish Administrator who will bring the following strengths to the role:

- **Building Relationships:** Demonstrates warmth, empathy, and understanding of the perspectives, feelings, and needs of others; initiates and nurtures strong, positive connections that benefit both individuals and the wider church community.
- **Problem Solving:** Approaches challenges with insight and clarity, breaking down complex issues, identifying key priorities, and developing practical, creative solutions.
- **Independence and Resilience:** Shows confidence in judgment and decision-making, remains calm and resourceful in the face of challenges, and recognises when to seek advice and collaboration for the best outcomes.
- **Adaptability and Growth:** Responds positively to change, embraces new ideas and approaches, and demonstrates a willingness to learn in order to achieve goals and serve the parish effectively.
- **Teamworking and Collaboration:** Contributes actively to shared goals, fosters a spirit of cooperation and pride within the team, and builds strong partnerships that strengthen the life and mission of the church.

Skills, Experience and Attributes

The Parish Administrator at St Mary's requires a combination of strong administrative skills, personal qualities and a commitment to support the mission of the church. The following criteria outline the essential and desirable experience, skills, and attributes for this post:

Area	Essential	Desirable
Experience	Demonstrated administration experience within a busy work environment.	Recognised qualification in administration or business management.
	Experience of working with a wide range of people, handling enquiries and providing a high standard of customer service.	

	Experience of working in situations requiring confidentiality and discretion.	
	Proven ability to work collaboratively as part of a team to achieve shared goals.	Experience of supporting the planning and delivery of events.
Skills and knowledge	Strong administrative and organisational skills, with the ability to independently prioritise and manage workload effectively.	
	Ability to maintain strict confidentiality.	
	Excellent command of written and spoken English, with the ability to communicate clearly, accurately, and professionally to a wide range of audiences. A good eye for detail and good grammar.	Experience of writing for diverse audiences and using social media effectively.
	Competence in Microsoft packages including Outlook, Word and PowerPoint	Experience of managing website content through a Content Management System (CMS) (e.g., Church Suite). Experience of using social media platforms for communication and engagement.
	Proactive problem-solving skills and the ability to use initiative when required.	
	Comfortable working in a Christian Church culture and living within its ethos and values.	Familiarity with and regular attendance at St Mary's would be an advantage.

Additional Information

- Hours: 10 hours a week, working set hours across 3 days in the church office to provide consistency and create efficiencies.
- Holidays: A pro-rata holiday entitlement of 56 hours per annum (equivalent to a 5.6 weeks' full time equivalent) inclusive of bank and public holiday entitlement).
- The role is office-based and occasionally the postholder may need to attend meetings on church premises.
- The candidate must hold a current DBS and adhere to our GDPR rules around safety of personal information of our members. An application for a DBS will be arranged for the appointed candidate.
- The applicant must be willing to undertake training offered.
- We do not require the postholder to work on Sundays, Saturdays or evenings on a regular basis, although in the course of the year some out-of-hours working may be required (for example for a special event.)
- If the postholder is not a member or regular at St Mary's, we may occasionally ask them to attend a Sunday service to understand how our services work and meet our members.
- The probation period for this role is six months.
- The responsibilities listed above are indicative of the work the postholder may do. These may be subject to change to match the requirements needed to support the church.

Commitment to Safeguarding

St Mary's takes the safety of everyone within the church very seriously and expects that everyone will work within its safeguarding policy. Successful candidates will undergo an Enhanced DBS check.