

ST MICHAEL'S CHURCH ADMINISTRATOR JOB DESCRIPTION AS AT APRIL 2026

Job Summary

The St Michael's office administrator is a key public-facing role which combines both office administrative tasks and direct contact with a wide variety of people. The parish office is the base for other church employees and volunteers. Sandhurst Counselling Service is also run from the Pastoral Centre. The postholder reports to the Rector, and works with the other Administrator to ensure consistent and smooth running of the Parish Office, with special responsibility for the hall/room bookings, baptisms and weddings.

Relating to St Michael's PCC (8 or 9 hours per week);

- 1) Being the first point of contact for a wide variety of enquiries
- 2) Being responsible for diary management of the facilities
- 3) Practical administration of hall bookings, weddings and baptisms
- 4) Being responsible for co-ordinating facilities access (ie the key list)
- 5) Co-ordinating volunteer office support
- 6) Liaising with other paid office staff in all the above, and with volunteers from other aspects of church life as required
- 7) Ensuring all information is available for baptism and wedding service queries
- 8) Ensuring that all certificates, registers and other relevant documents are completed.
- 9) Updating the parish database as required and filing papers
- 10) Other ad hoc tasks as time permits – e.g. printing, managing tickets for fundraising events, and covering in the absence of other office staff, as agreed with the Line Manager.

Essential Skills:

- Strong people-centric focus.
- Good verbal and written communication skills.
- Prioritises and manages work without supervision.
- Proficient in the use of Microsoft Office suite, especially Word, Excel and Outlook.
- Good organisational and time management skills.
- Works well both in a team environment and independently.
- Detail-oriented.
- Positive attitude and approach.
- Multi-tasking capability.

Desirable skills

- Basic understanding of the Church of England at parish level.