

Office Administrator

Job Description

St Mary's Stoke Bishop is a growing church in the suburbs of Bristol, seeking to follow Jesus and make Him known. **This is a key role supporting the ministry of St Mary's. It is an exciting opportunity working as part of a supportive, dynamic and experienced ministry team.** The church and halls (currently being upgraded) are spaces regularly used by the wider community for events. The Office Administrator will oversee this important missional activity.

Often the first point of contact with the church, the successful candidate will be welcoming, empathetic and able to work confidentially and efficiently.

There is a genuine occupational requirement for the post-holder to be a practicing Christian. Knowledge of a Church of England setting would be beneficial.

28 hours per week will be worked across at least 4 days (Mon-Fri), predominantly in the church office to ensure office cover in consultation with the Operations Manager. Exact working times to be negotiated.

Reporting to: Operations Manager

Hours: 28 hours per week

Main Purpose: To ensure high quality administration in the church office in order to serve the mission and ministry of St Mary's Church.

Location: St Mary Magdalene Parish Office, Stoke Bishop, Bristol, BS9 1QJ

Salary: £26,326 FTE

General Church Office responsibilities

- To provide administrative support to the life of the church, working with the Facilities Co-ordinator and Operations Manager.
- To proactively foster a positive, welcoming, efficient and effective working environment.
- To understand and promote the need for complete discretion and confidentiality in parish matters.
- To answer enquiries promptly on the phone and email.
- To manage the church diary and bookings diary ensuring that Church activities and the letting of the Church and Church halls to outside organisations are coordinated.
- To oversee the distribution of the quarterly parish magazine - The Messenger.
- To carry out other general administrative tasks as directed by the Operations Manager.
- Work in compliance to the policies of St Mary's Stoke Bishop and be aware of Health and Safety policy in the workplace.

Rotas

- To organise all the Sunday services rotas and upload onto ChurchSuite
- To liaise with volunteers involved with Sunday services.
- To organise open and close rota for the church.
- To be the point of contact for rotas for volunteers.

Office Administrator

28 hrs per week

FTE £26,325

St Mary's Stoke Bishop, BS9 1QJ

Application deadline: 27 March 2026

Interviews: 31 March 2026

Send CV and covering letter
stating reasons for applying to
manager@stmarysb.org.uk



St Mary's Event and Bookings Management

- To promote hiring of church and Church Rooms and show prospective hirers the available facilities.
- To manage the diary, paperwork and invoicing of events and bookings.
- To arrange duty manager/verger for outside events, as needed.
- To deal with complex arrangements of different bookings and events in the different rooms for hire.
- To liaise with the Operations Manager about potential bookings if needed
- To liaise with the Treasurer regarding payments and unpaid invoices.

Life Events Administration

- To co-ordinate funerals and interments, liaising with bereaved families, funeral directors, ministers, organists and duty managers/vergers.
- To co-ordinate wedding services, liaising with couples, clergy, organists, bell ringers and duty managers/vergers.
- To co-ordinate baptisms, liaising with families and clergy where needed.
- To make sure all Life Events services are booked in the church diary using ChurchSuite.
- To deal with paperwork, payments and invoices for Life Events.
- To organise plaques for rose plants in the churchyard and liaise with bereaved families, the Vicar and Operations Manager with regards this.
- To organise engraving of names on memorial stones in the Memorial Garden.
- To submit the Diocesan Returns each month.

This job description is not exhaustive and will be reviewed, in consultation with the post-holder, from time to time and amended in light of the changing needs of the church.

Person Profile

Planning, organisation and administrative skills

- E** Schedules, prioritises and manages their workload to optimal capacity.
- E** Seeks continuous improvement in processes and practices.
- E** Makes good use of IT, with a good understanding of Word and Powerpoint.
- D** Experience of updating websites, and using social media effectively.
- D** Experience of working with ChurchSuite.

E = Essential
D = Desirable

People skills

- E** A team player, able to take direction from others as well as offer ideas for improvement.
- E** A good communicator, verbally and in writing.
- E** Welcoming and gracious towards those communicating with the church, showing compassion and empathy, recognising the missional role of a church office.

Quality of work

- E** Ability to pay attention to the important details that could have a wider influence on the church.
- E** Is aware of how the church is perceived by the wider community and is astute in public communications so as to best ensure that what the church offers is favourably received.
- E** Able to implement clear, simple, efficient processes; maximising the use of technology for greater efficiency.

Personal qualities

- E** To be supportive of the vision, values and aims of St Mary's Stoke Bishop.
- E** To be able to hold confidences and to keep appropriate boundaries.
- D** Experience of working in a church environment and/or a voluntary organisation.
- D** Are an active worshipping member of a local church.

