

**The Parish of St James · Enfield Highway and Brimsdown**  
*Church of England · Diocese of London · Edmonton Episcopal Area*

**Situation Vacant: Parish administrator (and clerk to church council)**

St James's is a large and lively Church of England parish in EN3, comprising the localities of Enfield Highway and Brimsdown in the northeast of the London Borough of Enfield.

The Parochial Church Council is seeking a part-time **parish administrator** (ten [10] hours a week) to assist and support the vicar, ministerial team and churchwardens, and to serve as clerk to the Parochial Church Council.

Main responsibilities include preparing and disseminating rotas monthly; fielding, responding and passing on enquiries as appropriate; and ordering office and church supplies as required. As parish council clerk secretary, taking minutes at Parochial Church Council and other meetings monthly, and as a member of the media/communications team, contributing to the printed pew sheet and electronic newsletter and presentations weekly.

**Key Responsibilities:**

- Prepare weekly online newsletters and pew sheets and print copies of the pew sheet. Post a copy of the pew sheet on the notice boards in church.
- As part of the parish's media and communications team, help the preparation of texts for worship services, either on paper or for screen projection.
- Prepare and print copies of the readings for worship services each Sunday morning (and other occasions where necessary), ensure those on the rota receive them at least a week in advance and making sure copies are placed in church.
- Receive enquiries on the administrator's email account from parishioners, mission partners and the general public, and respond or pass on to incumbent, churchwardens or others as appropriate.
- Prepare and distribute rotas for readers, intercessors and other lay ministers monthly, ensuring that people are available. A copy of the rota to be placed on the church notice board.
- Maintain and prepare materials with regard to the weddings and baptisms; serve as primary contact point regarding queries regarding our archival records for baptisms, weddings, burials, and the churchyard, furnishing official copies of entries as requested.
- Ordering office and church (liturgical) supplies as required
- In the role of clerk to church council and parish secretary, attend meetings of the Parochial Church Council, taking notes, producing minutes, and distributing agendas, minutes and reports to members in a timely fashion.

**Person specification:**

The parish administrator will be expected to

- Be sympathetic to the aims and tenets of the Church of England, its mission and ministry
- Be self motivating and comfortable with periods of unsupervised/lone working
- Have good communication skills, both oral and written

- Have good working knowledge of IT, including emails, Microsoft Office and Google Apps, with a willingness to work with other online tools, such as MailChimp and Canva, and receive appropriate training
- Be at ease working with people from a wide range of backgrounds, ages and abilities
- Understand and embrace the necessity of keeping confidential information when required

#### Salary:

The parish administrator will be paid £11.95 per hour (corresponds to the Real Living Wage for London) for ten hours weekly. *The PCC has authorised that the salary be adjusted annually in line with the Real Living Wage for London.*

#### Work times are flexible (partial work-from-home possible); expectations otherwise:

- *WEEKLY:* Office hours in church on Saturday mornings (**ideally desired**, though negotiable)
- *MONTHLY:* Clerking of meetings of PCC and standing committee, customarily on Tuesday evenings (**required** in role as parish secretary and church council clerk)
- *OCCASIONALLY:* Presence at worship services to liaise with congregation and others (**desired** and negotiable)

#### Line management, supervision and contractual details:

The parish administrator is an employee of the Parochial Church Council; first point of contact with employer is via the churchwardens, but direct line management is the responsibility of the vicar.

There is a probationary period of six months culminating in a review. After successful completion of the probationary period, there are annual reviews, and there is a three-month notice for resignation.

#### Safer recruitment and safeguarding:

Due to working in a church setting with children and vulnerable adults plus the handling of sensitive information, this post will be subject to safer recruitment protocols.

Additionally, the successful applicant will be required to complete a confidential declaration, undergo vetting through the Disclosure and Barring Service, and successfully complete Church of England safeguarding training at both the Basic Awareness and Foundations levels.

#### Applications:

A curriculum vitae, and a cover letter outlining qualification and suitability regarding the job description and person specification, together with details of referees, to:

The Revd Ian Gallagher (*Vicar of St James's*)  
St James's Vicarage · 144 Hertford Road · Enfield EN3 5AY

Mobile: 07944 25 25 23 · Email: [ian.gallagher@stjameschurch.cc](mailto:ian.gallagher@stjameschurch.cc)

Parish website: [www.stjameschurch.cc](http://www.stjameschurch.cc)

*Informal enquiries about the post are also welcome by contacting the vicar.*

*Applications due by **Thursday 29 September at 12 noon.***