



'A faithful, welcoming and compassionate church for all'

Vacancy: St Dunstan's Church Administrator

Job Title: St Dunstan's Church Administrator

Location: Office and home based

Hours: 12 hours/week (3 hours/day - 4 days between Monday and Friday)

Pay: £13.00/hour

Closing Date: 5th April 2025

Interview Date: 23rd April 2025

Role

St Dunstan's Church, Cranbrook, is seeking to appoint a new Church Administrator.

This appointment comes at an exciting time for us as a church family and coincides with the planned retirement of our current Parish Administrator at the end of May 2025.

We are looking for someone who has the people skills, energy, versatility and flexibility to support us as we grow in response to the changing needs of the church, parish and community. The Church Administrator will fulfil a vital role in the life of St Dunstan's, helping to ensure the smooth running of the church.

You will be responsible for a wide range of administrative, communication, and organisational tasks, ensuring the effective management of the church office. This includes managing the booking and arranging of events in the church and Church House; overseeing and managing our database; engaging with suppliers, supporting meetings and engaging with volunteers to ensure the smooth operation of church activities.

This is a varied and dynamic role requiring excellent multitasking skills, flexibility and the ability to work both independently and as part of a team.

You will report to the Vicar with additional oversight provided by the Churchwardens.

The role is part time and flexible to accommodate best working arrangements.

Person Specification

Essential:

- ⊕ Excellent organisational and administrative skills with the ability to multitask.
- ⊕ Strong communication and interpersonal skills, with a welcoming and professional manner.
- ⊕ Proficiency in IT, including Microsoft Office and email systems.
- ⊕ Ability to work independently, show initiative, and manage a varied workload.
- ⊕ A flexible and adaptable approach, willing to support the church team, as needed.

Desirable:

- ⊕ Experience in an administrative role, e.g. within a church, community group, school or charity setting.
- ⊕ Familiarity with aspects of GDPR and safeguarding practices.

How to Apply

To apply, please submit your CV and a covering letter outlining your suitability for the role to:

- ⊕ By post:
Rev Richard King
Church House
Stone Street,
Cranbrook
TN17 3HA
- ⊕ By email:
vicarstdunstancranbrook@gmail.com

The closing date for applications is 5th April 2025

For an informal discussion about the role, please contact Richard on 07748 153451.

We welcome applicants from all backgrounds and encourage applications from those who share our values and commitment to serving the community.

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