



St Mary's Church

Iffley | Rose Hill | Donnington

Job Description: Parish Secretary

St Mary's Parish Church is looking for a Parish Secretary to provide administrative support to the Vicar and ministry team, ensuring the smooth operation of parish activities and services.

Job Title:	Parish Secretary
Reports To:	The Vicar
Hours:	8 hours per week with days/times to be mutually agreed.
Salary:	£30,000 per annum FTE, plus pension.

We are looking for a person with:

- Excellent organisational and communication skills.
- Good IT skills and attention to detail.
- A warm and outgoing personality with sympathy towards a Christian organization.

Key Responsibilities:

- Work closely with the Vicar, Ministry Team and Hall Administrator to meet the weekly needs of the Parish.
- Prepare and print service leaflets and notice sheets.
- Ensure the parish magazine is updated.
- Photocopying and ordering church supplies.
- Manage banking tasks and the Parish Giving Scheme (PGS).
- Complete quarterly parish returns and annual Statistics for Mission.
- Maintain electoral roll and assist in producing the Annual Report and preparation for the Annual Parochial Church Meeting (APCM).
- Handle general correspondence, including requests for group visits.
- Manage fee information, collection, and remittances/disbursements for weddings and funerals.
- Maintaining the database of contacts and ensuring compliance with GDPR.
- Ensure that the church calendar is up to date.
- Undertake such other tasks as may reasonably be required to support the Vicar and the effective administration of the parish.

Person Specification

Essential:

- Strong administrative and organisational skills.
- Ability to work independently and with others and manage time effectively.
- Good communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and willingness to learn and use new digital systems.
- Good attention to detail and accuracy.
- Knowledge and understanding of data protection and discretion in handling confidential information.
- In sympathy with the aims and ethos of St Mary's Parish Church.

Desirable:

- Experience working in a church or faith-based organisation.
- Familiarity with ChurchSuite or similar church management software.
- Bookkeeping or finance experience.
- Knowledge of the structures and workings of the Church of England.

Working Arrangements:

- The role offers flexible hours, which can be agreed upon with the Vicar.
- Work in the parish office at least one morning per week.

Holiday arrangements: 20 days plus UK bank holidays

Probation Period: 3 months

The post holder will need to have an enhanced DBS certificate and undergo Safeguarding training. They will need to have the Right to Work in the UK.

Application Process:

If you think this role is for you, please submit your CV and a letter of application to vicar@iffleychurch.org.

Deadline: 20 March 2025

Interviews: 27 March 2025