



Parish of Stratford St. John with Christ Church
(Registered charity no. 1132176)

Parish Administrator Information Pack

Thanks so much for taking the time to look at this job pack and consider joining our team. We are an expression of church based in Stratford Broadway, London E15 1NG; a growing and changing area of East London. We are part of the diocese of Chelmsford within the Church of England with a vision to grow church that impacts its community through sharing God's love freely and widely, living deeply embedded lives with our neighbours and neighbourhood, and gathering discipleship communities that produce and grow new followers of Jesus Christ.

We have the need for a part-time Parish Administrator.

This role will be for 17.5 hours per week. We envisage this to be 5 mornings a week between the hours of 9.30am – 1pm paid at 5% above the National Living Wage.

Before giving details of the specific roles, here is a little of what we believe church should be, and the kind of church we want to grow:

Who we are:

We are gospel-centred: St John's Church is a church built on the foundation of Jesus Christ. Jesus is central in how we make decisions, what we say and the actions we take.

We are a worshipping community: We were created for a relationship with God and others. Our worship together is an expression of our relationship.

We are a diverse, loving community: The gospel of Jesus Christ is for EVERYONE. St John's Church is diverse and offers the love of God to everyone in our community.

What's Important to Us:

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

To be a gospel-centred church and not a political-centred church.

We grow by serving God and others. We believe that everyone is called to a ministry of service. We acknowledge that diversity is our blessing, and it strengthens the community.

We believe that the local parish church is God's plan A for His mission.

We are God's plan A for the transformation and thriving of our community in Stratford.

Parish Administrator (17.5 hours/week)

Job Description

Role Purpose:

The purpose of this role is to help St Johns Stratford fulfil its vision by providing support to the church team in initiating and maintaining good administrative practices, the recording and distributing of key policies, overseeing the collection and storage of church member and community data and taking a lead in communication with church members and the wider community.

Role in Brief

Job Title: Part-Time Parish Administrator

Reports To: Rev Young Lee and Church Wardens

Hours/Days of work: 17.5 hours per week, Monday to Friday 9.30am – 1pm

Salary: Paid at £13.35 per hour 5% above the National Living Wage from 1st April 2026. Annual salary of £12, 148.50 (gross) paid monthly. See www.livingwage.org.uk/calculation

Pension: Workplace Pension included.

Start Date: As soon as possible.

Contract Term: Permanent.

Probation Period: 2 months.

After service of one month, but during the probationary period - 1 weeks' notice by either party in writing can be given to terminate the contract. Upon successful completion of the probationary period – 1 months' notice by either party in writing to terminate the contract.

Holiday Entitlement: 98 hours per annum plus bank holidays.

Principal work location: We are based in Stratford Broadway, London E15 1NG.

DBS Check Required: Yes.

References Required: Two satisfactory references including one from current and/or most recent employer.

Right to work: The post-holder must have proof of eligibility to work and reside in the UK. A check will be undertaken.

Other Expectations: It is expected that the post holder is or would become a full member of the St John's worshipping community. We would prefer someone who lives locally to the area or is able to relocate, however we are happy to accept applications from further afield if you can demonstrate how you would commit to the local church and community.

Key Responsibilities

Administration

The Parish Administrator will facilitate the smooth running of the church, parish office and church diary. This will include the following:

- Staffing the parish office Monday – Friday 9.30am to 1pm.
- The contact for routine parish enquiries and media enquiries, welcoming visitors and guests and dealing with questions about the church and the Christian faith.
- Taking room bookings, keeping records for bookings, and ensuring rooms are ready for use.
- Receiving and handling telephone enquiries, post, emails, and other communications and directing them to the appropriate person.
- Manage the church calendar and prepare weekly/monthly schedules for the church cleaner, site supervisors and receptionists.
- Manage the administrative process for baptisms, weddings and funerals and other pastoral services.
- Maintain church records and complete quarterly returns to the diocese.
- Maintain proper electronic and paper filing systems, including the storage, archiving and safe disposal of church data and information.
- Responsible for handling parish personal data and working alongside the Electoral Roll officer.

Communication

- Support the presentation, implementation and use of our social media and communication policies.
- Oversee effective social media usage by church accounts, ensuring posts are timely and relevant and work to increase our engagement and outreach via social media.
- Help in the effective communication with church members, including preparing notices for Sunday gatherings, using WhatsApp to share updates, updating sections of the website, and developing other forms of communication.

Financial and Charity Management

Maintain systems and processes to ensure that the PCC's financial, stewardship and other legal obligations are met. This will include the following tasks:

- Accounting – working with the Treasurer to ensure all payments and transactions are logged and allocated to appropriate budgets.
- Income – accounting for income received from all sources.
- Invoicing – working with Vicar and Treasurer to invoice and collect payment for church and room bookings.
- Purchasing – ordering and receipt of church supplies, including liturgical, cleaning, and catering supplies, energy, and other utilities.
- Payments – working with the Treasurer to approve payments including standing orders, direct debits, payments for goods and services, staff, occasional clergy, and site-supervisors' payments.

- Record-keeping – maintaining appropriate records of purchases, deliveries and payments as required under Financial Services and Charity Commission regulations, to enable the annual preparation of accounts to be conducted efficiently and on time.

Other Duties (when required)

- To liaise and co-ordinate with the church receptionists and site supervisors.
- Other appropriate duties as and when requested by the Vicar or Church Wardens.
- On rare occasions attend evening church meetings for which over time will be paid.

Person Specification

Vocation

- We are looking for a candidate who has a passion for local church and wants to see the church in East London engage deeply with one another and its local community.
- We need someone who can work flexibly, bring order from at times slightly chaotic circumstances, and treasure the small as much as the big

Skills and Experience

- Good administrative and organisational skills, shown by some experience of this work in other contexts.
- Ability to use Microsoft Word, Excel, and other such programs efficiently and well, as well as an ability to learn the use of online or other ICT programmes which may be used in the administrative or data collection tasks within the church.
- We need someone who can play their part in a small team, following instructions clearly and carefully, and being willing to proactively look for and take on work as required.
- An ability to communicate well with a wide range of people within the church and wider community.
- Experience of the use of Facebook/Instagram for business or charitable purposes would be useful.
- Experience in leading and working within a team-based structure.

Personal Qualities

- There will be a requirement to support church services in an administrative capacity therefore an understanding of the Church of England is desirable. We would prefer someone who lives locally and who understands the values of our church community and is happy to support and work within that context.
- Someone with a passion to see local church and community thrive.
- A self-starter who shows initiative, drive, and enterprising spirit
- A heart for inner city, local church, and an understanding of what it means to be church in and for a community.
- You will need to be patient and faithful, friendly, and approachable with an ability to build relationships with a wide range of people.
- Resilient with a high level of determination and persistence.

- Ability to build strong and effective relationships within a team.
- A person with the ability to manage sometimes competing priorities and to work flexibly within a small team and church always open to new ideas and change.
- The hours of work are Monday to Friday Mornings from 9.30am-1pm. However, there will always need to be some flexibility in hours for things like church events that require your presence.
- We believe in a collaborative, diverse leadership team and actively encourage applicants from underrepresented backgrounds, especially but not limited to ethnic minority and working-class backgrounds. If you can see any potential barriers to you applying, please do get in touch for an informal conversation around the role and its accessibility.

To discuss this role or the church further contact:

Reverend Young Lee: young@stjohnse15.org Tel: 020 8503 1913.

You may also find information about the church via our website: www.stjohnse15.org

Please reply to: young@stjohnse15.org or by post to

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