



St Mary Redcliffe, Bristol
Job Description
Parish Administrator

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Welcome to the Parish

St Mary Redcliffe is a thriving, inclusive Christian community that has grown significantly over the past twelve years. It is a traditional, robed, choral church that is also theologically progressive, committed to welcoming and valuing people of all ages, backgrounds, identities, abilities, and circumstances. The church reflects a diverse and vibrant congregation united by a shared commitment to faith, inclusion, and the belief that all are equally loved and welcomed by God.

Alongside its worshipping life, St Mary Redcliffe is a well-established heritage destination and an active force for good in one of the most deprived parishes in the country. Thousands of visitors already come each year, with ambitious plans through our facilities development project to expand access, facilities, education, and interpretation, enabling many more to engage with the church's history, heritage, and Christian story. Deeply rooted in its local context, the church invests heavily in community development, runs a community hub, and is recognised by the city as a key civic partner. All of this is sustained by a small, committed staff team, working creatively and energetically across worship, community engagement, safeguarding, heritage, governance, and the complex practical demands of running a large, historic parish church.

We are seeking a highly organised and committed Parish Administrator to support the life and work of the church through excellent administration, effective coordination, and a welcoming first point of contact for the parish.

This is a key role, working closely with the clergy and staff team, providing both day-to-day administrative support and oversight of key processes, particularly in relation to church life events, communications, and parish operations.

Terms and Conditions

Title	Parish Administrator
Location	St Mary Redcliffe Parish Office
Hours per week	30 hours (0.8 FTE)
Salary	£24,760 pro-rated (£30,950 full time equivalent)
Post	Permanent
Pension	Employer Contribution of 8%
Employer	St Mary Redcliffe Parochial Church Council
Annual Leave	25 days plus bank holidays (to be pro-rated)

Key Responsibilities

1. Maintain an on-site presence and act as the first point of contact for the Parish Office, managing enquiries via telephone, email, and in person in a professional and welcoming manner.
2. Administrate the parish using the ChurchSuite software package to manage volunteers, diaries and records.
3. Work with the Head of Operations and Governance & Administration Officer as part of the Administration Team.
4. Facilitate communication between the different departments to ensure smooth running of operations.
5. Produce Sunday service booklets and maintain associated templates.
6. Serve as the main contact for families and couples, supporting all “life events” (weddings, baptisms, funerals, burials of ashes, and banns) in collaboration with clergy and the Verger team.
7. Coordinate and administer all occasional offices, ensuring processes are handled efficiently and pastorally.
8. Manage the church diary, including bookings, events enquiries (in collaboration with the Commercial team) and liaise with stakeholders to prevent scheduling conflicts.
9. Act as one of the Parish Safeguarding Officers, assisting with related safeguarding administration.
10. Raise invoices and monitor payments for life events and related services.
11. Supporting the Finance Manager with handling invoices, setting up suppliers and other finance related administration.
12. Provide administrative support to clergy and the wider leadership team, including ad hoc tasks and reporting.
13. Prepare and distribute communications using church systems and databases.
14. Support the planning and administration of services and key church events, including major seasonal periods.
15. Set up rooms for meetings and events, including arranging refreshments where required.
16. Maintain office systems, including post handling, filing, and ordering supplies.
17. Ensure compliance with relevant policies, maintaining records and promoting best practice.
18. Compile and submit required diocesan returns and statistics.
19. Participate in team meetings and undertake additional duties as directed by the Vicar.

Key Relationships

As the Parish Administrator, you play an integral part in the life of the organisation and therefore will connect with all members of the staff team and key volunteers. However, you will also be a part of the Administration Team and your closest working relationships will be with the Vicar and other members of the clergy team, the Head of Operations and the Governance and Administration Officer.

Person Specification

Essential Criteria

Experience & Knowledge

- Proven administrative experience in a busy office environment
- Experience of managing multiple tasks and priorities with accuracy and attention to detail
- Commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults
- Confident using databases and strong skills in Microsoft Office applications (e.g. Word, Excel, Outlook)
- Understanding of the need for confidentiality and data protection
- Appreciation of the importance of Health & Safety processes

Skills & Abilities

- Excellent organisational and time management skills
- Strong written and verbal communication skills
- Ability to work independently and use initiative, while also contributing effectively as part of a team
- Ability to manage sensitive situations with tact, empathy, and discretion
- Competence in maintaining accurate records and administrative systems

Personal Attributes

- Warm, welcoming, and approachable manner
- High level of integrity and professionalism
- Flexible and adaptable approach to work
- Reliable and able to maintain consistency in a varied workload
- Sensitivity to the pastoral nature of the role, particularly when supporting bereaved families

Desirable Criteria

Experience & Knowledge

- Previous experience working in a church, charity, or community organisation
- Familiarity with Church of England structures, processes, and “life events” administration
- Experience using ChurchSuite or similar church management systems
- Experience of financial administration, including invoicing and tracking payments

Skills & Abilities

- Experience in producing printed materials (e.g. service sheets, booklets, or newsletters)
- Ability to prepare basic reports and returns
- Understanding of social media and marketing tools

Personal Attributes

- Sympathy with the mission and values of the Church
- Interest in supporting the life and community of the parish

Safeguarding

SMR's Safer Recruitment process can be found within the Safeguarding policy on the church website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process where an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018. Some offers of employment are subject to a satisfactory DBS check.

How to Apply

Applicants are invited to submit:

Their CV and a covering letter outlining suitability for the role based on the information contained in the recruitment pack.

Closing Date: Monday 25th May 2026

Interviews: Date to be confirmed for the first week of June

Applications should be sent to: jobs@stmaryredcliffe.co.uk

Further Information

For an informal conversation about the role, please contact one of the following:

Revd Dr Brutus Green, Vicar
brutus.green@stmaryredcliffe.co.uk

Chris Whitwell, Head of Operations
chris.whitwell@stmaryredcliffe.co.uk