

## ABOUT US

St Mary's is a busy parish church in the heart of our community, and part of the Barnes Team Ministry in the Diocese of Southwark. Our life together is centred around our Sunday and weekday worship. We are an Anglican Church which has witnessed to and served this community for over 800 years. Rooted in the love of God revealed to us in Jesus Christ, we value the traditions of thoughtful, exploring faith and building an inclusive community. We play an important role in our local community, and enjoy hosting a wide variety of events: from concerts to fashion shows! As a church community we are at an exciting period of development, seeing new growth and having set a new church vision. We envisage that this role will be key in the implementation of the new strategy, working closely with the Church Manager, Kitson Hall Chair, Rector, and others.

## ABOUT YOU

With a background including administration and teamwork, the ideal candidate will be sympathetic to the Christian faith and Church of England, and enthusiastic about our parish's mission, vision, and values. You will be flexible and highly motivated in helping us deliver the new church strategy, and in modernising the working of the church office. You will be focused and driven to achieve these aims, working to deadlines, and maintaining good relationships, and communicating effectively.

You will need patience and sensitivity dealing with many different visitors to the office, and an eye for detail, time management, and strategic working.

## KEY RELATIONSHIPS

- The Rector and Church Wardens
- The Church Manager (line manager)
- The Clients of the Hall
- The Kitson Hall Chairperson (PCC)
- Kitson Hall publicity officer (Job Title TBC)
- Fabric Committee Chair
- The PCC Treasurer
- The Church Cleaner (manage) and KH cleaners (manage)
- The caretaker(s)
- The Director of Music
- The Chair of the Friends of St Mary's
- Our immediate neighbours

## DETAILED JOB DESCRIPTION

*As this is a new role it is anticipated that some duties may be phased in over the first year of employment. These will be reviewed after a year of working in an appraisal. This will enable initial work establishing new working practices and systems, including filing and administration, and be led by the postholder. Any changes in duties over the first year have already been reflected in the conditions laid out below.*

Specific functions include but are not limited to the following:

### **General Premises Oversight**

*Responsible for the day-to-day management of the church and Kitson Hall premises, ensuring they are safe, welcoming, well-maintained and efficiently operated.*

- Oversee the operation, presentation and maintenance of the church and Kitson Hall, ensuring buildings remain clean, safe and fit for purpose.
- Manage cleaners, contractors and maintenance providers.
- Conduct regular inspections, identifying and resolving maintenance, repair, cleanliness and safety issues.
- Coordinate planned maintenance, servicing, utilities and fabric-related works with the Church Manager, Churchwardens and Fabric Committee.
- Maintain office systems, supplies, noticeboards, signage and the online church diary.
- Promote effective use of the church and hall, encouraging new bookings where appropriate.
- Support improvement projects and undertake additional duties as directed by the Rector, Church Manager or PCC.

### **Compliance and Finance**

*Ensure that the church and hall meet statutory, diocesan and parish requirements while supporting sound financial administration.*

- Maintain records relating to safeguarding, DBS checks, health and safety, fire safety, insurance, utilities and statutory inspections.
- Coordinate compliance inspections, risk assessments and required certifications.
- Ensure regular hirers understand and comply with safeguarding, health and safety, fire evacuation and insurance requirements.
- Administer key management and maintain accurate access records.
- Prepare invoices, and work with the Treasurer and Bookkeeper to process payments, monitor income and expenditure, and maintain accurate financial records.
- Seek value for money through effective management of contracts, utilities and recurring services.
- Prepare reports for the Standing Committee and PCC as required.

## Event Management and Client Liaison

*Manage all bookings and client relationships for the church and Kitson Hall, ensuring events are delivered safely, professionally and in support of the Church's mission.*

- Manage all enquiries, bookings, contracts and scheduling for church and hall spaces.
- Liaise with regular and one-off hirers, maintaining accurate booking records and annual timetables.
- Design and implement standard contracts / terms of hire across the site.
- Welcome prospective clients, conduct viewings and ensure all event requirements are agreed in advance.
- Coordinate communication between hirers, church teams, contractors and equipment providers to ensure events run smoothly.
- Oversee the condition of the buildings following events, arranging inspections where necessary, managing deposits and addressing any issues with hirers.
- Maintain positive relationships with neighbours, local residents, partner organisations and community users.
- Manage hall storage, shared spaces and user requirements, resolving operational issues professionally.
- Act as the first point of contact for client enquiries, feedback and operational matters.
- Support delivery of the Church's Mission Action Plan by promoting community use of the buildings, strengthening partnerships and ensuring good stewardship of church facilities.
- Some evening and occasional weekend working may be required, with time off in lieu (TOIL) provided in accordance with parish policy.

## Administrative Assistance

*Work collaboratively with the Church Manager to ensure that all church enquiries are dealt with in a timely and professional manner, including covering absence, where appropriate.*

- Monitor general emails, phone calls, and walk in enquiries, as agreed with Manager.
- Be available in the office during agreed office opening hours
- Cover general office tasks during Manager's day off and agreed leave, and communicate relevant information.

## REQUIREMENTS AND SKILLS

You will have

- Knowledge of and interest in Barnes and the surrounding areas and to troubleshoot problems
- A professional attitude and approach with excellent written and verbal communication
- Confident, self-motivated, innovative and able to work under pressure
- Highly organised and self-reliant with administrative tasks and timekeeping
- Able to prioritise tasks and to adapt to changing needs

- Friendly and able to work collaboratively and build and maintain good relationships
- Comfortable with basic book-keeping and keeping track of income and expenses.
- Computer literate with a working knowledge of Microsoft Office programs
- An understanding of the Church of England

#### TERMS AND CONDITIONS

25 hours / week, mainly worked during office hours in person, across 5 days. Annual Remuneration c. £24k. We would be prepared to offer 5 hours overtime/ week for the first 6 weeks for induction. 140 hours paid Annual Leave, in addition to UK public holidays.

It is envisaged that most hours will be worked on site, including in the church office. Employment will be subject to satisfactory references, right-to-work checks, and, where applicable, a Disclosure and Barring Service (DBS) check. The role will include a one-month probationary period, during which performance and suitability for the position will be reviewed.

#### EQUALITIES STATEMENT

We are committed to creating a diverse and inclusive workplace. We welcome applications from all qualified candidates regardless of age, disability, gender, marital status, sexuality, race, or socioeconomic background. We value the unique contributions that different experiences and perspectives bring to our team.

#### APPLICATION

To apply please submit a CV and covering letter to [rector@stmarybarnes.org](mailto:rector@stmarybarnes.org) by 5pm on Thursday, 30 July 2026. Interviews are expected to take place on Tuesday, 4 August. If this date does not work for you, please submit your application as early as possible, and state this clearly in your email. Please also provide the details for two professional referees and indicate whether we may contact them prior to interview.