



Vacancy: Parish Administrator

St. Margaret's Lee is recruiting a part-time Parish Administrator on a 6-month initial contract.

Hours: 25 hours a week – office based – worked over 4-5 days

Remuneration: £18.14 per hour

Duration: Initial 6 month contract with possibility to extend

The post-holder will work alongside the Rector, Operations Manager, Ministry Team, Churchwardens and volunteers of the church and will be supported initially by the Operations Manager on a day to day basis. The postholder will be expected to work in sympathy with our aims and objectives and share our Christian values.

The post holds key responsibilities in the following areas

- 1) Supporting lettings, church and hire activities
- 2) Office Management
- 3) Health and Safety
- 3) Parish communications
- 4) Administrative Support for Services, Worship and Outreach
- 5) Safeguarding
- 6) Supporting the Parochial Church Council

Full details are outlined in the Job Description that may be found on the parish website.

Application Deadline: Monday 15th April 2024

Interview Date: TBC

Please see the parish website for the job description. Applications should be made by CV and covering letter outlining how you meet the criteria outlined in the person specification and job description. The details of two referees should be provided, one of which should ideally be from a church background. This post is subject to DBS check. Please e-mail or post to:

The Visitors' Centre, Brandram Road, London, SE13 5EA

e-mail: community@stmargaretslee.org.uk

For more information or an informal chat about the role, please call 020 8318 9643 or email office@stmargaretslee.org.uk