



Bishop Auckland Parish

St Andrew's + St Anne's

Role Description for Parish Administrator

Post title: Parish Administrator
Employer: The Parish of Bishop Auckland PCC (Parochial Church Council)
Line manager: The Vicar (Reverend Matt Keddilty)
Hours: 16 hours per week (flexible, to include: Mon-Fri, 9:30-12:30)
Salary: FTE (35hrs) £22,932pa. plus pension.
Work base: St Anne's Church Office, Bishop Auckland, DL14 7NP

Purpose of appointment

The Parish of Bishop Auckland, comprising the churches of St Andrew's and St Anne's, seeks to be a missional, worshiping, disciple-making presence in Bishop Auckland.

Using their Spirit-given gifts (1 Corinthians 12:28; Romans 12:8) of administration, the post-holder will facilitate and enhance the ongoing administrative operations of the church, in close co-operation with the Vicar, and will be expected to be a key interface between the church and the wider community by providing a welcoming single point of contact on the phone or in the office.

Main responsibilities

General Administration

- Act as the first point of contact for routine enquiries regarding the church (by phone, electronically and in person/office)
- Manage and distribute the Church diary
- Attend weekly staff meetings
- Maintain the physical & electronic records for the parish, including the completion of parish returns
- Production and maintenance of other publications & noticeboards, including the weekly notices
- Monitor & maintain levels of office and sanctuary supplies, including placing orders
- Provide administrative support to the governance of the church in conjunction with the Vicar and PCC Secretary

Christenings, Weddings and Funerals

- Coordinate all applications, bookings, registers, materials and paperwork for Baptisms, Weddings & Funerals

Finance

- Support the Treasurer in their responsibilities, including:
 - Assisting with the processing and recording of invoices, payments and returns

Buildings & Equipment

- Support the Churchwardens in their responsibilities, including:
 - Assist with the bookings of the Parish estate

- Organise and record routine maintenance and inspections (i.e. fire extinguisher servicing, electrical inspections)
- Provide administrative support for H&S processes under the direction of the Church Wardens

Safeguarding

- Support the Parish Safeguarding Officer (PSO) in their responsibilities, including:
 - Maintaining good records
 - Facilitating completion of DBS & Training requirements for the parish
 - Personally maintaining and promoting good Safeguarding

Other

- Attend and participate in staff prayers

The above job description is not exhaustive, and the post-holder should expect to carry out further reasonable duties as required by the Vicar.

Last reviewed: January 2026

Person Specification (Parish Administrator)

This position requires a high degree of professionalism and the ability to work in a busy and variable environment, where multi-tasking, sound decision making, a proactive approach, and discretion are essential. Equally, the post-holder will need confident and proven organisational, financial, communication and interpersonal skills, with the ability to work well with others in a team environment.

The experience, knowledge, skills and attributes necessary to undertake the advertised role are set out below.

		Essential	Desirable
Qualifications	Relevant administrative training or equivalent experience		√
Experience	Experience of working in a similar role	√	
	Experience of church ministry/mission		√
	Experience of premises management		√
	General accounting experience		√
	Experience of maintaining websites		√
	Use of social media for professional purposes		√
Knowledge	Knowledge of church worship/ministry	√	
	Knowledge of the Church of England – worship, ministry, structures		√
	Understanding of Safeguarding policies and procedures		√
Skills and competencies	Excellent interpersonal communication skills – written and oral	√	
	Excellent organisational skills	√	
	Strong attention to detail	√	
	General office and clerical skills	√	
	Working knowledge of MS Office	√	
	Strong planning skills and the ability to work autonomously and manage workload	√	
Personal Qualities	Ability to work positively with people of different professional, cultural and social backgrounds	√	
	Ability to participate in staff prayers	√	
	Ability to function as part of a team	√	
	Ability to make decisions and take initiative	√	
	Ability to maintain confidentiality, sensitivity and compassion	√	
	Careful listener	√	
	Ability to work flexibly	√	

There is a Genuine Occupational Requirement for the post-holder to have an active Christian faith. It is desirable that the post-holder will be a communicant member of Bishop Auckland Parish.