



## St Richard's Administrator Job Description



The Administrator plays a key role in enabling the smooth running of St Richard's Church by providing administrative, organisational and pastoral support to the Minister and church community.

The role exists to support the general running of church life, strengthen communication, and ensure that St Richard's Church Office functions as an effective and welcoming central contact point.

This is an exciting opportunity to join St Richard's at a significant and hopeful time. With plans for future growth and development, the Administrator will play an important part in helping lay strong foundations for the church's next chapter, supporting its mission, ministry and expanding community.

St Richard's is part of the parish of All Saints, Crowborough. The Administrator will therefore work in cooperation with the wider parish where appropriate and support good communication and shared working between St Richard's and All Saints.

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### **Details of Post**

**Role title:** Administrator at St Richard's Church

**Name of Parish:** All Saints, Crowborough

**Nature of Role:** Part time, paid role

**Contract:** Permanent

**Location:** Based primarily at St Richard's Church Office

**Hours of work:** 15 hours per week (with the possibility to increase up to 20 hours per week by agreement)

We are committed to flexible working and supporting work-life balance.

**Salary:** £10,132 per annum (£12.99 per hour)

**Line Manager:** Pete Winstone; Minister St Richard's, Associate Vicar All Saints

**Probation Period:** 6 months

**Pension:** A workplace pension scheme is offered with an employer contribution of 6%

**Holiday entitlement:** 5.6 weeks per year (pro rata, inclusive of bank holidays)

**Start date:** As soon as possible

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### **Principal Responsibilities**

There is a need for administration support in three key areas –

- A. In the general running of the church
- B. To support the Minister
- C. To have a growing presence in St Richard's Church Office as a central contact point

These will include, but not be limited to:

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#### **A) General Running of the Church**

- Deal with incoming communications (telephone, email, post)
- Manage the church database (ChurchSuite), including children's groups
- Manage the church diary and bookings; respond to enquiries, complete bookings and liaise with the Treasurer to ensure invoices are paid
- Manage serving rotas, compiling availability and allocation
- Liaise with the Facilities Manager regarding general use and upkeep of the building
- Help organise and keep the church building tidy
- Help write and send out the weekly church newsletter

- Photocopying, filing, form filling and other general office duties
  - Help arrange production of leaflets, flyers and publicity for events and activities
  - Help update the website/online profile of the church
  - Where appropriate, assist the Parish Safeguarding Officer as a point of contact for the congregation
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#### **B) Supporting the Minister**

- Support the Minister in administration relating to his role and ministry of the church, including diary management
  - As required, act as secretary for St Richard's Management Team
  - Take minutes at half-termly meetings
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#### **C) Presence at St Richard's Church Office**

- Provide a regular point of contact for church family and members of the public at the church office through the week
  - Ideally work over three mornings/afternoons per week, although some flexibility may be possible
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#### **Skills and Experience**

This post has a Genuine Occupational Requirement (GOR) that the postholder be a practising Christian in accordance with the Equality Act 2010, as the role involves supporting the ministry and mission of St Richard's Church. The postholder will be expected to attend St Richard's church services regularly and actively support the Christian ethos and vision of the church.

In addition, the role holder will:

- Have good interpersonal skills and an ability to build strong relationships across a wide network of contacts
- Be well organised and able to manage multiple tasks
- Have basic computing skills (e.g. Word, Excel, PowerPoint, Outlook). Specific training on the use of ChurchSuite will be given

Previous experience in administration, report writing, rota management and team leadership/volunteer management would be helpful but not essential.

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#### **Safeguarding**

This role does not require a DBS check. However, the postholder will be expected to complete appropriate Church of England safeguarding training and support the church's safeguarding policies and culture.

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#### **How to Apply**

To apply, please email (address below):

- A CV
- A covering letter outlining your suitability for the role and your Christian faith
- Contact details for two referees (Please note that these will be taken up prior to an interview unless you let us know otherwise)

For further details about this position, please contact Pete Winstone - Minister of St Richard's Church on the details below.

**Pete Winstone**

**01892 652081 ext. 1016**

**[pete@allsaintscrowborough.org](mailto:pete@allsaintscrowborough.org)**

Closing date: 15<sup>th</sup> April 2026

Interviews: To be held end of April