

EXPERIENCE LIFE



Church Office Manager

St John's Church, Ealing

Full-time (37.5 hours per week) • **Permanent contract**

Salary: £28,860–£32,500 depending on experience

St John's is a welcoming, diverse and growing Anglican church in the heart of Ealing. We have an active programme of worship, community outreach, children's ministry and mid-week activities. Our staff and volunteers work collaboratively to support the life and mission of the church.

We are seeking an organised, proactive and people-focused Church Office Manager to play a key role at the heart of our parish life. This is a varied and rewarding position supporting the clergy, staff and volunteers, helping ensure the smooth day-to-day running of the church and enabling our mission to grow disciples of Jesus.

This is a primarily office-based role with required on-site coverage from 9am–3pm, Monday to Friday.

Key Responsibilities Include

- Managing the church office and acting as the first point of contact for enquiries
- Overseeing office systems, supplies, licences and diaries
- Coordinating communications including newsletters, website updates and rotas
- Supporting church events, outreach activities and volunteer teams
- Providing administrative support for life events (baptisms, weddings, funerals)
- Managing office-related budgets and basic financial administration
- Line managing cleaning staff and liaising with the Buildings Manager

We're Looking For Someone Who

- Has strong administrative and organisational skills
- Communicates clearly and confidently with a wide range of people
- Is comfortable using digital tools (email, calendars, websites, databases)
- Can manage multiple priorities with initiative and discretion
- Is sympathetic to the Christian faith and the mission of the church

Working Arrangements & Benefits

- Full-time, 37.5 hours per week
- Permanent contract
- Office based role with required on site hours of 9am-3pm, Monday to Friday
- Some flexibility outside core hours may be possible (e.g. completing additional hours from home)
- Occasional Sunday working (attending the morning service and providing approx. one hour of admin support afterwards); where Sunday working occurs, one weekday may be adjusted to a half day
- 25 days annual leave + bank holidays
- Pension scheme available

Safeguarding & Safer Recruitment

St John's is committed to creating a safe environment for all and expects all staff and volunteers to share this commitment.

This post is subject to the Church of England's Safer Recruitment and People Management procedures. An enhanced DBS check will be required.

References will be taken up before employment commences.

Equal Opportunities

St John's Church is committed to equality, diversity and inclusion and welcomes applications from all sections of the community.

How to Apply

Please go to our website at <https://stjohnsealing.org.uk/job-opportunities/> where you will find the full Job Description and Application Form.

To apply, please email the completed Application Form to daniela.hagger@stjohnsealing.org.uk

Closing date: 31 March 2026

Interviews: Early April

We may interview suitable candidates as applications are received.

Start date: As soon as possible