



## Church Office Manager – St John’s Church, Ealing

### Job Description – March 2026

**Reports to:** Vicar of St John’s Ealing (during vacancy to one of the Church Wardens)

**Liases with:** Buildings Manager

**Responsible for:** Cleaner(s)

#### **Purpose of the Role**

To provide excellent administrative support to enable and empower others in their ministries and support the church in its mission to grow disciples of Jesus.

St John’s Church is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The Church Office Manager will be expected to work within the Church of England’s safeguarding policies and procedures and to complete all required safeguarding training.

#### **Working Hours and Location**

- This is a primarily office-based role.
- The office must be staffed Monday to Friday, 9am–3pm to ensure enquiries, visitors and staff are supported.
- The remaining weekly hours may be worked flexibly, including some home working by agreement.
- The postholder may be required to attend the Sunday morning service and provide approximately one hour of administrative support afterwards. Where Sunday working is required, one weekday may be designated as a half-day.

#### **Office Management**

- Manage the church office so that it is a positive and efficient working environment.
- Act as the first point of contact for all enquiries (phone, email, post, website).
- Maintain office systems, equipment, supplies, licences and records.
- Manage calendars, Zoom and Google Workspace accounts.
- Ensure appropriate cleaning cover is in place.

#### **Communications**

- Oversee production of newsletters, rotas and church communications.
- Maintain and update website content and online calendar.
- Support publicity for key church events and outreach activities.

## **Church Administration & Clergy Support**

- Provide administrative and PA support to clergy, staff and wardens.
- Support life events including baptisms, weddings and funerals.
- Maintain records, registers and church resources.

## **Financial Administration**

- Manage office-related budgets and approve invoices where appropriate.
- Manage church credit card and submit receipts and statements on time.

## **Safer Recruitment and DBS**

This post is subject to the Church of England's Safer Recruitment and People Management procedures, including the completion of an appropriate Disclosure and Barring Service (DBS) check.

## **Person Specification – Church Office Manager**

### **Essential Criteria**

- Proven administrative or office management experience
- Excellent organisational and communication skills
- Confidence using digital tools (email, calendars, databases, websites)
- Ability to manage multiple priorities independently
- Sympathetic to the Christian faith and the mission of the church
- Willingness to undertake safeguarding training

### **Desirable Criteria**

- Experience working in a church or charity setting
- Experience supporting events or volunteer teams
- Familiarity with Church of England structures