

# Parish Administrator:

## St John the Evangelist, East Dulwich

The parish of St John the Evangelist, East Dulwich wishes to appoint a new Parish Administrator with effect from September/October 2021 at a date to be agreed.

The role is a key one in the life of the church, responsible for the administrative support for St John's Vicar and volunteers, the management of the church diary, hall bookings, general administration, liturgical administration, some financial administration, paper and online communications and administering DBS Safeguarding checks. The Parish Administrator is often a first point of contact for visitors, based in the parish office.

This is an exciting opportunity for someone with a friendly personality, good office, organisational and IT skills, and able to work in an environment requiring confidentiality, sensitivity and compassion.

25 hours per week (which can be worked flexibly by agreement, with a possibility of working from home). Salary £13.50 per hour.

140 hours holiday a year, plus bank holidays.

This post is subject to an enhanced DBS check.

For an informal chat about the post please contact the Vicar, the Revd Gill O'Neill: 07958 592425 [vicar@stjohnseastdulwich.org](mailto:vicar@stjohnseastdulwich.org)

Contact Joy Taylor for a job description and application form: [joytaylor@sky.com](mailto:joytaylor@sky.com). Deadline for applications Noon, Friday 9 July. Interviews by arrangement from Friday 16 July.