

St Andrew's Headington
Application pack
for the role of
Parish Administrator



Headington St Andrew

Worshipping. Loving. Serving.

“Come follow me and I will make you fish for people.” *Matthew 4:19*

Introduction - who we are

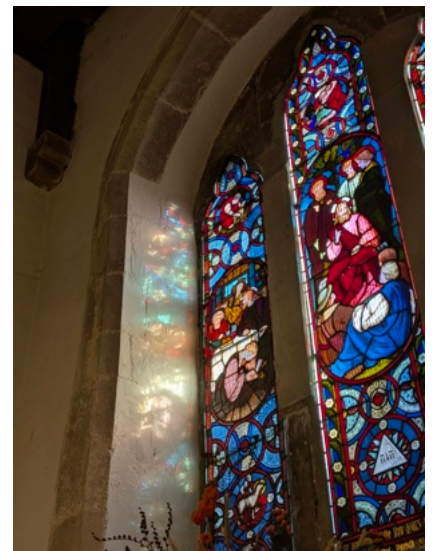
There has been a place of worship on the site of St Andrew's in Headington for over 900 years. We are an ancient church, but more importantly we are a living community, here to follow Jesus Christ and serve the needs of our parish and local area now.

We are a liberal, inclusive and affirming congregation, composed of people from all walks of life who seek Christ within the beauty of sacramental worship and Christian community.

We are sustained by Scripture, the liturgy, and the sacraments, in which we encounter the reality of God's love and Christ's reconciliation in our lives, our community, and our world.

Our beautiful and historic church building offers an atmosphere of quiet sanctity and respite from the busy nature of modern life. We are a church made up of God's people: lively children and families, adults of all ages, people with longstanding connections to the church, and others, including students, nurses, doctors, and academics, who have joined us for a fixed period of work in Oxford.

Our worship together encourages us to go out into the world to live in the service of others: nurturing the next generation, caring for God's creation, and reaching out to those in our local community.



We are seeking to appoint a parish administrator to support and strengthen St Andrew's. We are looking for someone who is able to provide reliable, effective and well organised administrative processes that enable the church's ministry and mission to flourish.

Communication is at the heart of our faith, and we are seeking someone who is able to help us communicate well, across multiple platforms. As the first point of contact with the church, you will provide a welcoming, warm and helpful first point of contact.

There is flexibility for some duties to be carried out from home, by agreement, whilst recognising that certain aspects of the role will require time spent in the parish office.

If you can help us develop and enhance our administrative systems and communications, we would love to hear from you.



Job Description

Working closely with the Vicar, Churchwardens, Treasurer, PCC Secretary, volunteers and other staff, you will contribute to many aspects of parish life, including:

Parish Administration

- Oversee the day-to-day administration of the parish office, ensuring an efficient and welcoming operation.
- Manage the church diary and liaise with groups and contractors.
- Support with preparation for services or meetings.
- Support the Vicar with administration relating to occasional offices (baptisms, weddings and funerals) including the raising of invoices.
- Support with the maintenance of parish records, registers, and databases in accordance with relevant policies and GDPR.
- Assist with completing statutory returns, APCM documentation, and communication with the diocese.
- Other administrative assistance as required by the Vicar.

Communications

- Provide a welcoming, warm and helpful first point of contact for enquiries from the public and congregation members by phone or email.
- Help maintain and develop the church website and social media presence.
- Prepare and format materials for services and events.
- Share information in the local community about church activities, both in print and online.
- Support volunteers in producing publications such as the church magazine.
- Support the Vicar with parish correspondence.

Person Specification

Essential

- A warm, approachable, and collaborative manner with a genuine desire to support parish life
- Comfortable working in a Christian environment and supportive of the church's Christian ethos
- Reliable, trustworthy, and able to maintain confidentiality
- Flexible and adaptable to the varied rhythm of parish life
- Strong organisational and administrative skills, with good attention to detail
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Ability to collaborate with clergy, staff and volunteers
- Confidence in using technology to improve administrative processes
- Website and social media skills
- Working knowledge of MS Word and Microsoft 365 suite
- Ability to learn and use online tools (eg. Mailchimp, Canva)
- Understanding of safeguarding, confidentiality and data protection principles (full training will be provided)

Desirable

- Understanding of parish church life and Church of England governance
- Design skills (eg. layout, simple graphics)
- Marketing or publicity skills
- Administrative experience in an office, charity, school, church or similar environment
- Experience working with volunteers

What We Offer

- The opportunity to shape and improve administrative systems in a unique environment
- The chance to make a lasting difference by supporting people at important and often emotional times in their lives
- A supportive and prayerful team
- Excellent training and development opportunities from nationally recognised providers
- Regular supervision and access to local peer support
- 5 weeks paid holiday per year (pro rata) plus Bank Holidays.
- Enrolment in a pension scheme, family-friendly policies, flexibility in working hours, all working expenses paid in full

The PCC of St Andrew's is committed to creating and maintaining a safer culture for all. We follow the House of Bishops' guidance and policies on safeguarding children, young people and vulnerable adults. All appointments are made in accordance with safer recruitment principles and this post is subject to an Enhanced DBS check. Applicants must have the right to work in the UK.

Job title:	Parish Administrator
Hours:	10 hours per week, worked across four days - working pattern to be agreed (Monday–Thursday)
Location:	St Andrew's parish office, with some flexibility for hybrid working by agreement
Pay:	£6,994 per annum, based on 10 hours per week (£26,227.50 FTE) paid monthly in arrears by BACS
Employer:	The Parochial Church Council (PCC) of St Andrew's, Headington
Line manager:	The Vicar

How to Apply

Please submit a completed application form available on our website:
www.standrewsheadington.co.uk

Applications can be submitted by email or sent to:

The Revd Emma Hopegood Jones
The Vicarage
33, St Andrews Road
Headington
Oxford
OX3 9DL

Email: vicar@standrewsheadington.co.uk
Telephone (for informal enquiries): 07344 116190

Closing date is 23rd August 2026 at 5pm.
We will invite shortlisted candidates for interview by 27th August 2026.