Administrator – 15 hours per week (to be worked over at least 3 days).

Salary: £7800 (FTE £19500).

Flexible working hours. 6 weeks holiday per year.

St Mary’s Episcopal Cathedral, Palmerston Place, Edinburgh, is seeking to appoint an office administrator. The person appointed will offer administrative support to the clergy team and music department. They will be responsible for administering the use of Cathedral properties, for managing the bookings diary, for maintaining chorister and adult choir records, for overseeing contacts with visiting choirs and for ensuring that pastoral enquiries are passed on in a timely manner.

*Person specification:*

Competent to use Microsoft Office tools – Word; Access; Excel; Publisher; Teams.

Approachable and unflappable.

An understanding of the church year and its particular pressures.

Self-motivated and able to take initiative under supervision.

*Main tasks:*

Act as a first point of contact for both congregational and external enquiries, forwarding to clergy/music staff/treasurer where appropriate.

Deal with all bookings for the Cathedral, Walpole Hall, and Song School including invoicing.

Maintain oversight of car park including invoicing and ensuring that payment has been made.

Offer administrative support to the Master of the Music, particularly with reference to communications with chorister parents, keeping contact records for choristers and managing the relevant paperwork for lay clerks and choral scholars.

Work in collaboration with the music department to manage the diary for concerts and Edinburgh festival events.

In collaboration with the Communications Officer, ensure that visiting choirs have the information they need.

Complete and file PRS returns and Church copyright licence on a quarterly basis.

Manage administration for wedding and baptism bookings.

Take notes at weekly team meetings and other meetings as required.

*Additional tasks:*

Make orders to suppliers as required and advised by colleagues (eg stationery; sacristy supplies etc).

Arrange piano tuning and moving as required.

Support Communications officer to ensure that orders of service, flyers and other information are produced as required.

Take and distribute minutes at Cathedral Board meetings (usually quarterly).

Support clergy team to maintain Cathedral Roll, produce and distribute materials for AGM, stewardship, Christmas services etc.

Work alongside the Cathedral treasurer to develop efficient book-keeping systems, and track income and expenditure

*Applications:* Applications should be made in writing and include a CV. Please email to: [viceprovost@cathedral.net](mailto:viceprovost@cathedral.net)

*Closing Date:* Friday 16th October at 1200.

Church membership is not a requirement, but the successful candidate will be in sympathy with the aims and objectives of St Mary’s Cathedral.

Informal enquiries to the Vice Provost, Marion Chatterley

[viceprovost@cathedral.net](mailto:viceprovost@cathedral.net) 07771 982163