

Craiglockhart Parish Church, Edinburgh

Church Administrator

Further information



Craiglockhart Parish Church is a lively, welcoming church in the west of Edinburgh. As a congregation, we seek to help people to know God, to learn and grow together in our faith and to serve others in our community and beyond.

Our current ministry team includes our locum minister and our mission development worker. We have working teams of elders and members of the congregation who work on aspects such as finance, property, mission, stewardship and pastoral care. Our halls are busy and well used by church and community organisations for all ages. We have recently launched an ambitious stewardship campaign.

We are now seeking to appoint a Church Administrator who will be a key member of our team, supporting our developments as well as acting as our first point of contact for enquiries and hall bookings, ensuring that our administrative and financial procedures run smoothly and helping us to improve how we communicate our vision and mission to our congregation and the community.

Overview

Hours: 20 hours per week

Location: Craiglockhart Parish Church, Craiglockhart Drive North, Edinburgh EH14 1HS. The role is office-based, in the church, with a minimum 12 hours per week on site and scope for home working at other times.

Salary: £14,972 (£26,200 pro rata)

Leave: equivalent to 20 days (35 days including public holidays pro rata)

Pension: You will qualify for auto-enrolment into a pension scheme

Start Date: as soon as possible

Role description

The core elements of the role are:

- General administration including record keeping, preparing rotas, administrative support for our fundraising campaign and events
- Financial administration and purchase of supplies
- Halls letting and general facilities management including obtaining quotations and oversight of contracts

- Further developing and administering our communications and media including a planned new website, social media, weekly email and a quarterly magazine
- Being the first point of contact for enquiries, handling correspondence, telephone enquiries and emails
- Providing administrative support for the work of the Ministry team, Session Clerk and the church's working team

Person Specification

Essential:

- commitment to the vision, values and ministry of Craiglockhart Parish Church
- friendly, supportive and welcoming, with excellent interpersonal skills
- high level of administrative and organisational skills
- strongly motivated to work to a high standard with attention to detail
- excellent IT, social media and multi-media skills
- high level of written and verbal communication skills
- ability to work as part of a team
- ability to work independently and self-motivate
- ability to assess strengths and weaknesses and propose creative alternatives
- understanding of the handling of sensitive information and the requirements of GDPR

Desirable:

- active church connection
- experience of working in a church or community organisation
- experience of bookkeeping
- strategic and creative thinking

To apply for this post

Please send your CV with a letter explaining why you would like to join our team as our Church Administrator, and describing how you meet the requirements for the role. Please also include the names of two referees.

Please send your application to office@craiglockhartchurch.org by 15 June 2026.