

St. James' Church, Goldenacre

Church Administrator

JOB DESCRIPTION AND PERSON SPECIFICATION



1 POST DETAILS			
Job Title	Church Administrator	Responsible to	Priest in Charge
Location	Church Office, St James’ Church, 57b Inverleith Row, EH3 5PX		
Hours	15 hours per week Ideally 10am-3pm Monday, Wednesday, Friday. Some flexibility, with the possibility of occasional evening or weekend work would be advantageous.	Salary	£17.50 per hr.
Start date	Ideally November 23 rd 2026		
PVG	The postholder must be subject to PVG clearance		
Contract	This is a permanent position. The post holder will be enrolled in an approved auto-enrolled pension scheme with an employer contribution of 3%. The postholder is entitled to 6 weeks of holiday per holiday year inclusive of public holidays, timings to be agreed with the Priest in charge. The post is subject to a 3-month probation period (with one week’s notice required).		
2 ROLE			
To provide a range of administrative duties to support the Clergy, Vestry, and the smooth running of our busy congregation, including services and other activities at St James’. This also includes the management of property, tenants, health and safety, and contractors.			

The life of the church is currently run by a core team of 4: the Priest in Charge, Associate Priest, Project Manager and the new Administrator. We have a weekly team meeting and are in close contact throughout the week.

We are currently in the middle of a large renovation project in our historic church alongside the ongoing life and growth of the congregation. The project is run by a small building team, led by the volunteer Project Manager.

3 DUTIES AND RESPONSIBILITIES to include:

General Admin

- Prepare and send weekly Service/Notice Sheet
- Create / maintain hymn spreadsheet, liaising with clergy and musicians
- Create, populate and maintain spreadsheets/rotas for Sunday Services and other regular events
- Maintain Google events diary, communicate with cleaner and arrange access
- Maintain church contact list on Google drive (in line with GDPR regulations)
- Maintain computer and paper files as appropriate
- Attend meetings with Clergy, and/or Vestry members when necessary (could include the occasional evening)
- Produce publicity and social media posts
- Order stationery, office and church supplies
- Ensure the copier is properly maintained
- Any other general administrative duties as directed by the Priest in Charge

Tenant Administration

- Maintain good working relations with our main tenant at St James, Edzell Nursery, and possible future tenants in the South Aisle
- Issue and track invoices and ensure payment
- Liaise with our tenant at St Philips, (Bridge family Church), and the managing agent responsible for our former Rectory at Wardie Road

Building Administration

- Prepare rooms for meetings and maintain spaces so they are tidy and welcoming
- Organise regular maintenance and testing as legally required, and routine repairs to fabric, in consultation with Building Committee /Priest in Charge.
- Support our ongoing building project by adopting agreed protocols and managing access when required

• Supply compliance documents required by funding bodies in consultation with the buildings team		
Governance		
• With the support of Vestry, be responsible for the monitoring of all Health and Safety governance • Manage small payments and petty cash		
Supervision of Cleaner / handy person		
• Delegate simple DIY jobs for action • Ensure heating timer and thermostat are set appropriately • Ensure spaces are clean and welcoming • Check monthly worksheet of hours worked and submit to Treasurer for processing onto payroll • Ensure monthly meter readings are carried out and submitted to our energy providers		
4 KNOWLEDGE, SKILLS AND EXPERIENCE		
	Essential	Desirable
A Christian faith		a
Sympathy with the aims of St James'	a	
Some knowledge of the Bible, liturgy and the Lectionary		a
Excellent communication skills and ability to engage with a wide variety of people (in person or by phone), including those in distress	a	
Able to work in a busy environment and also to work in solitude.	a	

Ability to work both independently and with others in a team, knowing when to seek advice or pass information on.	a	
A self-starter with good organisational skills, and ability to prioritise workload and take initiative when needed.	a	
Accurate typing skills, excellent attention to detail and proof-reading ability	a	
Working knowledge of Microsoft Office packages (Word, Publisher and Excel), as well as Google applications and Canva or equivalent	a	
Willingness to be flexible in terms of sessions worked, in order to attend occasional evening or weekend meetings.	a	
A love for people and community life	a	

The closing date for applications is Monday 12th October 2026.

Interviews will be held on Tuesday 20th October 2026 at St James Church.

For more information about St James Church, see www.stpj.org.uk