



Job Description

Administrative Assistant & EA to Church Leaders
Saint Philips Chapel Street

Role Purpose

To provide full-time administration to the church and executive assistant support to the leaders of Saint Philips Chapel Street, ensuring the smooth and efficient running of church administration, communication, and diary management.

Key Responsibilities

1. Administrative Support

- Manage general administrative tasks including answering phones, emails, and greeting visitors.
- Maintain filing systems and databases (physical and electronic including ChurchSuite and Google Drive).
- Manage the church calendar.
- Prepare letters, reports, presentations, and church documents as required.
- Order office and church supplies as needed.
- Assist with the preparation of rotas for volunteers and staff as needed.
- Manage incoming and outgoing post.

2. EA Support to Church Leaders

- Assist with correspondence and planning appointments for the church leaders.
- Coordinate meetings, including preparing agendas, taking minutes, and distributing materials.
- Make travel arrangements and book accommodation for conferences and ministry events.
- Support church leaders in managing their workload and ensuring timely completion of tasks.
- Maintain confidentiality and provide administrative support for sensitive matters.

3. Record Keeping & Finances

- Submit diocesan reports on behalf of the PCC.
- Assist in maintaining safeguarding, GDPR, health and safety and other compliance-related records, including risk assessments.
- Ensure achurchnearyou.com, Charity Commission and Companies House and other public information is up to date
- Assist with basic financial administration in collaboration with the bookkeeper.
- Ensure cash gifts and offerings are counted and banked.

4. Events & Planning

- Offer organisational assistance for weddings, baptisms, and funerals.
- Assist with church event planning and execution, including coordinating logistics.
- Perform other duties as required.

Qualifications & Skills

- Proven experience in administration or executive assistant roles.
- Strong organisational and time-management skills.
- Excellent written and verbal communication.
- Proficient in Google Workspace, ChurchSuite and Microsoft Office.
- Ability to work independently and collaboratively.
- High level of discretion and professionalism.

Role Requirements

- Full-time, 37.5 hours per week.
- Accountable to the PCC, reporting directly to the Rector.
- Working with: Staff team, volunteers, PCC, and the wider church community.
- Salary range: £24,000-27,000 (depending on experience)
- Automatic enrolment in a pension scheme.
- We offer access to Health Assured's Employee Assistance Programme (EAP), providing support for mental health, legal, and financial wellbeing.
- Encouragement to participate in conferences, retreats, and training.
- A genuine occupational requirement that the post holder is a Christian and supports the beliefs and practices of the Church of England.

To Apply: Visit www.saintphilips.org.uk/about/vacancies for an application form.

Please submit a completed application form, CV, and covering letter to Gareth Robinson (gareth.r@saintphilips.org.uk).

Interview Date: TBC