



Parish Administrator Job Vacancy

St Peter Mancroft Church, Norwich

This is a job share position working in a busy office where you will play an integral part in the life of this city centre church.

15 hours per week worked Wednesday, Thursday and Friday between the hours of 09:30 and 14:30.

Currently £10,920 per annum, reviewed annually. Annual leave entitlement is 84 hours plus your entitlement to bank holidays.

DBS check required.

The Parish Office is located at Chantry Hall, Chantry Road, Norwich, NR2 1QZ where car parking is available.

It is the hub of communications and administrative support for the work at St Peter Mancroft, including support to the Vicar and Clergy team and others associated with worship and events.

Responsibilities:

- General Office Administration — Manage correspondence, emails, phone calls, and enquiries, ensuring timely and professional responses.
- Provide administrative support to the Vicar, Clergy team and other key personnel (including PA support to the Vicar).
- Provide administrative support to the running of Chantry Hall, including lettings and the car park. You will be the point of contact for hall hirers, building compliance contractors and facilities management providers.
- Data Entry & Record Keeping — Maintain accurate databases, logs, and filing systems (digital and physical).

- Scheduling & Coordination — Organise rotas, appointments, room bookings, and calendars.
- Document Preparation — Draft, format, and distribute reports, service sheets, letters and internal communications.
- Be the public face and the first point of contact at the Church office and Chantry Hall.
- Office and Hall Management — Order supplies, manage stock levels, and liaise with suppliers and contractors.
- Compliance & Policy Support — Assist with maintaining GDPR compliance, health and safety records, and internal procedures.
- Project Support — Contribute to small projects, research tasks, and process improvements.
- Committed to safeguarding in the Church
- Other responsibilities as the Vicar shall direct

Essential requirements:

- Possess a strong work ethic, commitment and personal standards
- Be a team player and able to work as a job share
- Be able to handle sensitive and confidential issues
- Confidence in IT skills (key software includes Microsoft Word, Excel, Publisher, Website)
- Proficient in English, both oral and written
- Undertake mandatory training and be willing to participate in continuing professional development and apply appropriate new skills
- An understanding of how the Church of England operates would be useful but candidates need not be members of a church community, although they should be in sympathy with our aims and priorities.

Closing date: 24th July 2026 (please note that it may close earlier if the right candidate is found).

HOW TO APPLY

Please complete the application form on our website <https://www.stpetermancroft.org.uk/apply.php>, or by scanning the QR code at the top of this document, attaching a personal statement outlining why you would like to apply and how you think you meet the requirements set out above.

For more information or an informal chat please speak to Nik Chapman by contacting secretary@stpetermancroft.org.uk