

Part-Time Church Administrator

Location: Church Office, The Brassey Centre, Station Road, Aylesford, ME20 7QR

Hours: Part-time (typically 15 hours per week, e.g., 9:00 am – 2:00 pm across 3 days)

Salary: £12 to £13 per hour (depending on experience)

About Us

St Peter and St Paul's Church is a welcoming Church of England parish serving Aylesford and Eccles. Based in our historic, nearly 1,000-year-old building and modern community spaces, we are dedicated to supporting our growing congregation through regular worship, pastoral care, and essential community initiatives like our local Food Bank and Community hub

We are seeking an organised, warm, and proactive Part-Time Church Administrator to keep our church office running smoothly and serve as a friendly first point of contact for our community.

Key Responsibilities

Office Coordination: Manage day-to-day operations at the Church Office in the Brassey Centre, handling phone calls, emails, and visitor enquiries.

Communications: Produce and distribute the church's weekly email newsletter and update the church website calendar.

Bookings & Events: Coordinate bookings for baptisms, weddings, funerals, and community hires of the church hall facilities.

Ministry Support: Provide administrative help to the ministry team, churchwardens, and volunteer committees (such as the Fabrics Committee).

Records Management: Maintain accurate parish registers, ensure compliance with GDPR, and support the Parish Safeguarding Officers in line with Diocese of Rochester policies.

Essential Skills & Experience

Strong Organisation: Proven experience in an administrative or office-facing role with excellent attention to detail.

Tech Literacy: Proficient with MS Office (Word, Excel), emails, and basic website or newsletter management tools.

Interpersonal Skills: A welcoming, professional manner and the ability to handle confidential pastoral matters with sensitivity.

Self-Motivated: Comfortable working independently during office hours while remaining a collaborative team player.

Note: A sympathy with the aims and ethos of the Church of England is essential.

How to Apply

To apply, please send your CV and a brief cover letter outlining your suitability to admin@aylesford-church.org.uk.

Closing Date: 12th October 2026