

St George & St Paul, Tiverton

Operations and Office Administrator

Location: Parish Office, Church Street, Tiverton, EX16 5HU

Hours: 20 hours per week (flexible across 3–5 days) – hybrid working possible

Salary: Circa £13,395–£14,040 (dependent on experience)

Reports to: The Vicar (day-to-day), supported by Chair of PCC HR team

About Us

St George & St Paul Tiverton is a vibrant evangelical Anglican church committed to loving God, serving people, and sharing the hope of Jesus in our town and beyond. We're seeking a highly organised and personable Operations and Office Administrator to join our team – someone who will play a vital role in helping our church run smoothly and extend a warm welcome to all in our community.

Purpose of the Role

- To be the first friendly and professional point of contact for visitors and enquiries
 - To manage the day-to-day operations of the church office and maintain it as a hub for mission and ministry
 - To support and resource clergy, staff, and volunteers in practical and proactive ways
 - To enable clear communication across church teams and with the wider church community
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Key Responsibilities

1. Office & Administrative Support

- Create a welcoming and efficient working environment for staff, volunteers, and visitors
- Provide practical support to the Vicar, Churchwardens, and wider ministry team
- Be able to balance the demands of longer-term projects with short term demands and requests for help
- Maintain accurate data using ChurchSuite, including parish statistics, CCLI returns, and the Electoral Roll

2. Communications

- Co-ordinate internal communications across church teams
- Prepare and distribute weekly notices
- Ensure effective communication of Baptism, Wedding and Funeral requests from initial enquiry up to and including the preparation of invoices, legal registers and certificates. And ensuring resources are in place.

3. Worship & Sunday Services

- Support the smooth running of weekly services by preparing AV content and service materials
- Prepare rotas using ChurchSuite
- Be a point of reference and initial Point of contact to answer questions, and facilitating the wider church team of volunteers wherever possible

4. Buildings & Premises (St George's & St Paul's)

- Manage church buildings, church room and extension bookings
- Oversee supplies, heating schedules, and premises-related admin
- Support Health & Safety compliance in collaboration with relevant people

5. Safeguarding Administration

- Provide administrative support to the Parish Safeguarding team including ID confirmation for DBS checks
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What We're Looking For

- A warm, friendly, and professional presence with strong interpersonal skills
 - Highly organised and able to manage multiple tasks with flexibility
 - Comfortable using (or willing to learn) systems like ChurchSuite and Microsoft Office
 - A proactive team player who shares our Christian values and is committed to serving the mission of the church
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What We Offer

- A supportive and encouraging working environment
 - A clear line of support and supervision from the Vicar and PCC HR team
 - Ongoing training and development opportunities
 - Flexibility around working hours and hybrid arrangements
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Final Note

This role is at the heart of our church and requires someone who enjoys helping people, solving problems, and making sure everything runs smoothly behind the scenes. If you're someone with a heart to serve others, would enjoy being part of a church community that longs to see transformation, with Jesus at its centre – we'd love to hear from you!

Closing Date: 15th August 2025

Please send your CV to apadfield@tivertonchurch.org