

Parish Administrator

Part Time, 12 - 15 Hours per Week

St. Mark's Anglican Parish is looking for a part-time Parish Administrator to manage the parish office and support the Rector and Church Wardens. The Parish Administration team consists of two part-timers who collaborate closely throughout the week, playing a crucial role in ensuring the parish runs smoothly and efficiently.

St Mark's is committed to exploring being a faith community that flourishes into the future and will be celebrating its centenary year in 2025

Key role responsibilities:

- Coordinate administrative tasks that support the functioning of a busy parish.
- Handle banking and bill payments.
- Respond to all queries (in person, telephone or email) in a timely and professional manner.
- Manage hall bookings system, the Parish diary and meeting calendar.
- Develop and maintain a Church database.
- Oversee and maintain Professional Standards for employees and volunteers, including the Blue Card Register.
- Assist with reporting and form completion relating to Work Health and Safety (WHS), incident reporting, and other legislative and governance requirements.

This is a part-time position of 12-15 hours per week to be worked over 3 to 4 days. Days and times to be negotiated with the successful candidate. There will be a probationary period of six months.

The Position description is available below.

For further information about the role contact The Rev Canon Nicki Colledge, 0405 35 40 35.

To apply, please email your CV and cover letter to The Rev Canon Nicki Colledge, nicki.colledge@anglicanchurchsq.org.au, Rector, by 14 February 2025.