

Job Advertisement, Parish Office Manager, St Dionis, Parsons Green SW6.

An opportunity has arisen to strengthen our staff team through the appointment of a full time Parish Office Manager.

The Church:

St Dionis Church, Parsons Green, Fulham, is a Church of England parish within the Diocese of London, under the jurisdiction of the Bishop of Kensington.

Our Sunday Services are structured but relaxed with a mix of traditional hymns and contemporary music. We are friendly, accessible to those with little previous experience of church and especially welcoming to families and children.

Our vision is to glorify God by being the Christ Centred Family in Parsons Green

The Role:

The main aim of the Parish Office Manager is to ensure that the administrative and operational activities of the church are undertaken effectively and in line with the church's vision and values, in order to facilitate its overall ministry. More specifically to relieve the Vicar, Churchwardens and other staff of as much administrative work as possible, so that they can concentrate on their main pastoral and teaching roles as well as lead the church into sustainable growth.

The main areas of responsibility will be:

1. As Administrator, to ensure the church and its activities run smoothly through providing an efficient Personal Assistance to the Vicar, Church Wardens and staff.
2. As Parish Office Manager, to oversee the church buildings and contents, including their bookings and general maintenance, and to be the 'face'/receptionist of St Dionis to the local community.

The Person

Candidates will need to be able to work 37 ½ hours per week; precise hours are negotiable within office hours (for instance to fit with school 'drop off'). Ideal candidates will have plenty of relevant administrative experience, be well organised, able to prioritise as well as multi task. They must be highly PC literate and have excellent communication skills.

To Apply:

Please send your CV and contact details for two referees to:
Rev Tim Stilwell, The Vicarage, 18 Parsons Green, London SW6 4UH

Or email to tim@stdionis.org.uk