St George's Anglican Church, Malvern

Parish Administrator - St George's Anglican Church Malvern

- *Flexible hours to suit your work/life balance – up to 30 hours per week*
- *Professional and supportive work environment*
- *Varied and dynamic role*

St George's Church is an Anglican Parish that has been serving the people of Malvern (and more widely) for over 160 years. It seeks to be a community where faith can be nourished, and service to others is encouraged. We are seeking a new member of our team to manage the parish office.

If you are successful you will be responsible for:

- **Administration** - coordinating the parish office and its functions in relation to the Clergy, Church Wardens, Church Council and parishioners
- **Marketing** – providing information to the wider community of St George's and the area in relation to facilities' hire, marketing and promoting the different services St George's provides, helping develop and publish newsletters etc.
- **Finance** - Assisting the parish's professional bookkeeper with the financial records and accounting systems of the parish, providing financial reports as required
- **Information Technology** – ensuring maintenance and currency of website and databases, preparation of marketing materials and flyers, pew sheets etc.

The skills we are looking for include:

- Previous administrative experience
- An understanding of work and ethos of a parish church (ideally) or similar non-profit environment, or the ability to learn and adapt to such
- High level communication skills and a very professional manner
- Finance administration experience (although not necessarily as a bookkeeper)
- Excellent computer skills including website, database and production of marketing materials
- Strong time management skills, with the ability to prioritise and balance work flow
- Ability to work independently and be accountable for the tasks assigned
- A reliable, flexible team player.

If you have the above experience and skills, please forward your resume to vicar@stgeorgesmalvern.org

Contact for enquires only: 9822 3030 (Option 3)