



St. Mary's Parish Comber
The Square, Comber, Co Down, BT23 5DU

OFFICE ADMINISTRATOR

FOR

ST. MARY'S PARISH, COMBER

Closing date:

Friday 22nd May 2026 at 12:00 Noon

Interview:

Tuesday 2nd or Wednesday 3rd June

We are looking for a talented and enthusiastic administrator to support our work on a part-time basis. We offer a flexible approach to working hours to help you balance work and home life. To provide a reliable service for our parishioners, we will establish a consistent weekly routine once the successful candidate is in post.

The ideal candidate should be proficient in using office software and willing to learn new tools and technologies to help the church in its mission. This position requires professionalism and the ability to work in a changing environment where multi-tasking, decision-making, self-motivation and discretion are essential.

The Office Administrator will work closely with the Rector (the incumbent minister), manage our communications, and play a key role in overseeing the day-to-day operation of the Parish Office, while liaising with our external bookkeeping service.

There is an occupational requirement for the post-holder to be a practising Christian, as described at:

<https://www.ireland.anglican.org/our-faith/being-a-christian>

St Mary's Parish Church, Comber is a registered charity in Northern Ireland (no NIC 102535), with its principal place of business at The Square, Comber, Newtownards, County Down, BT23 5DU.



St. Mary's Parish Comber

JOB DESCRIPTION

Job title: Office Administrator

Hours of work: Part-time, **19 hours per week**. To ensure consistency for the public, the Parish Office will have fixed "Open Hours" three days per week (e.g., 9:30am – 1pm Monday, Wednesday, and Thursday). The specific choice of days is negotiable to suit both the Parish and the successful candidate. While office-based "Open Hours" are essential, there is flexibility for certain administrative tasks to be completed from home by prior agreement with the Rector.

Place of work: The Parish Office, St. Mary's Parish Comber, The Town Square, Comber, Newtownards, Co. Down, BT23 5DU

Salary: **£26,415** Full-Time Equivalent (based on a 37-hour week).

Actual Salary: **£13,562** per annum for 19 hours per week.
St. Mary's values our staff; while not guaranteed, the Select Vestry endeavours to review salaries annually in line with cost-of-living considerations to ensure pay remains fair and competitive.

Reporting to: The Rector

Purpose: The Office Administrator is responsible for working with the Rector and Select Vestry to meet the church's objectives by administering the affairs of the church and extending the ministry through welcoming interactions with parishioners and the wider community.

Key Responsibilities:

1. Representation of the Church:

- To positively represent the Christian faith and the Parish of St. Mary's in all interactions.
- Create a welcoming environment where the Christian faith is made attractive to all visitors and hall users.
- Provide pastoral sensitivity and Christian concern to parishioners, especially regarding illness or bereavement.

2. General Administrative Duties:

- Manage the church diary and all facility bookings via ChurchSuite™, notifying the Sexton of arrangements to ensure the premises are prepared.
- **Parish Communications & Creative Content:** Manage the monthly news sheet, website updates, and notice boards. This includes the creative design of engaging posters and digital content for both the news sheet and social media.
- Collation and production of Orders of Service (liaising with the Rector).
- Maintain efficient digital and hard copy filing systems, ensuring Data Protection (UK GDPR) compliance.
- Act as the first point of contact for the office, handling post, email, and phone calls.
- Maintenance of parish registers (baptisms, marriages, etc.) and completion of statutory reporting to the Church of Ireland.
- Ensure copyright compliance and maintain CCLI reporting records.
- Coordinate volunteer rotas (readers, prayers, etc.) via the church management system.
- Organising office supplies and welcome packs; managing parish keys and administering yearly car-parking key payments.
- Administrative assistance to the Rector for weddings, funerals, and special events.

3. Financial Administrative Duties (Liaison Role):

- Receive, record, and prepare miscellaneous cash/cheques for bank lodgement.
- Process payments on invoices and issue billing for room hire.
- Record parishioner donations and prepare Gift Aid claims using the church financial/management software.
- Manage Freewill Offering envelopes and records.
- Maintain an organised folder of monthly financial information for access by the external Bookkeeper.

4. Professional Engagement:

- Attend regular briefing and planning meetings with the Rector.
- A willingness to engage in ongoing training and professional development.
- Brief the Select Vestry on administrative matters when requested.
- Any other duties as may be reasonably required by the Rector or Select Vestry to support the mission and ministry of the Parish.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications / Experience	<ul style="list-style-type: none"> • 3 years in an office role OR a higher education qualification. • Experience posting and updating social media. 	<ul style="list-style-type: none"> • Previous work in a church or with volunteers. • Experience with office finance or "compliance" (like Health & Safety).
Skills	<ul style="list-style-type: none"> • Confident using Microsoft Office (Word, Excel, etc.). • High accuracy in organising office records and recording church finances (such as cash, cheques, and invoices). • Creative ability to combine text and pictures for posters or posts. • Understanding the need for total discretion with private information. • Ability to stay productive and organised when working from home. 	<ul style="list-style-type: none"> • Experience with Canva, website updates, or church software (e.g., ChurchSuite™).
Work Style	<ul style="list-style-type: none"> • Excellent communication (written and verbal) • Able to plan your own day, hit deadlines, and work well under pressure. • Able to build friendly relationships with staff and parishioners. • A flexible approach to working location, with the ability to work productively from the office or from home. 	<ul style="list-style-type: none"> • Self-motivated with the ability to switch effectively between office-based "Open Hours" and remote tasks.
Personal / Character	<ul style="list-style-type: none"> • A committed Christian who agrees with our Statement of Faith. • A mature and sensitive manner in dealing with members of the public that reflects Christian values • Able to handle sensitive situations (like bereavements) with care. 	<ul style="list-style-type: none"> • A genuine heart to serve the church and a sense of "calling" to the role.

Disclosure Of Criminal Background

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. If you are recommended for appointment to a post that involves 'regulated activity', the Parish will be required to undertake an Enhanced Disclosure of Criminal Background.

Any appointment will be subject to a probationary period of 6 months

How we shortlist for this role

To be invited for an interview, your application needs to show us how you meet all the essential criteria listed in the Person Specification.

Evidence is key: When filling out your form, please don't just tell us that you have a skill—give us a brief example of a time you used it. For example, instead of saying "I am good at finance," you could say "In my previous role, I was responsible for recording weekly lodgements and processing invoices."

Desirable Criteria: You do not need to meet the desirable criteria to apply or be shortlisted. However, if we receive a high volume of applications that all meet the essential criteria, we will use the desirable ones to help us decide who to interview. We recommend you mention them if you have them!

Enquiries relating to this position should be directed to the Rector, Rev. Sam Johnston,
jobs@stmarysparishcomber.com.

Submit your application form to the email address or postal address below by

Friday 22nd May 2026 at 12:00 Noon

Late submissions will not be accepted.

Email Address: jobs@stmarysparishcomber.com

Postal Address:

***Rev. Sam Johnston, St Mary's Parish Office, The Square, Comber, Co. Down,
BT23 5DU***

*Please mark the envelope as **Application***



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