

Church Administrator

St Mary the Virgin Hayes Kent

THE CHURCH

St Mary the Virgin Church has served the people of Hayes for over 800 years. The Parish comprises 8,500 residents and the church is at the heart of our community.

We embrace people of all ages and backgrounds.

We meet together to celebrate that love in our Sunday worship, learn more about it in groups and find strength to convey it in all our relationships. Day by Day we seek the help of the Holy Spirit to know Christ better and make him known to others.

THE JOB

The Church is looking to recruit a new administrator. This will be a challenging and interesting role, with duties that include diary management, production of worship materials, updating the website and database administration. This is a part-time role for 15 hours per week. Working hours will be 3 hours per day. Monday to Friday (mornings), based at the Church office.

THE CANDIDATE

We are looking for someone with proven administrative experience, and IT competency and excellent communication skills, with a friendly and helpful manner. The post holder must have the ability to exercise discretion and maintain confidentiality, when required. An understanding of GDPR principles would be an advantage.

COMMITMENT TO SAFEGUARDING

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Rector or Safeguarding Officer.

Applications must be sent to the current Church Administrator, by Friday 9 January 2026. With CV and with covering letter.

To apply, please email info@stmaryshayeskent.co.uk for an application form.

Closing date for applications, Friday 16 January 2026

Interviews will be held on Saturday 24 January 2026