

ST MARY'S

LONDON

Job Description

Co-ordinator: (Full-time)

St Mary's Church is a vibrant, charismatic and inclusive church located in Marylebone, W1. As a Co-ordinator, you will play an important role in the life of the church.

In this position, you will be responsible for providing administrative support and practical assistance to our team, as well as taking an organisational lead on some of our courses and events. This is a role that offers a mix of behind-the-scenes organisation and front-end operations, making it an ideal opportunity for someone who enjoys working in a fast-paced and varied environment. As a team player who can also work effectively on your own, you will help ensure the smooth running of our church activities and events, and contribute to our goal of building a welcoming and supportive community that aims to follow where God may be calling us in all that we do.

*To apply please send your CV and covering letter to Hannah Fairclough:
hannah@stmaryslondon.com*

Job Description

Co-ordinator at St Mary's

Job aim:	To provide organisational and administrative support for the ministry of the church
Hours:	5 days a week (including two Sundays a month). Hybrid working available with Tuesday and Thursdays in the office
Accountable to:	Hannah Fairclough (line manager) and, as with all other staff, Sally Watson (Director of Operations) and John Peters (Rector)

Responsibilities

Sundays:

- Working at our Sunday morning and evening services to ensure their smooth running
- Two Sunday off each month, working the Friday instead

Courses & Events:

- Adminstrating courses and events, including booking the church, updating the church website, recruiting and scheduling volunteers
- Organising the Life course weekends away
- Some weekday evening attendance is required to ensure smooth running – time will be given in lieu
- Attending St Mary's team events, away days and key church events as required

Administration

- Providing finance assistance to the accountant, including payment authorisations, collating receipts and filing
- Administration for different departments in the church, including support to Director of Operations
- Assisting in keeping the church database up to date
- Assisting in the general running of the office including answering the telephone
- Being the first point of contact for general inquiry emails sent to the church
- Stock checking and reordering supplies for the church

IT:

- Responsibility for managing the IT network and equipment in the church and church office, including liaising with the external IT support company
- Basic tech support to the staff team

Skills, knowledge and experience:

Essential

- Excellent organisational skills
- Strong communication skills, both written and oral
- Strong IT skills
- Basic tech troubleshooting and problem solving
- Good interpersonal skills, able to confidently interact with our congregation and to lead volunteer teams
- High attention to detail
- High level of confidentiality\

Desirable skills, knowledge and experience:

- Previous experience working in an administrative role
- Some experience of Adobe Creative Suite and Google software
- Some knowledge of editing and maintaining websites

Benefits

- Salary between £27,000- £29000 based on experience
- 20 days paid holiday per year + bank holidays. Extra 2 days holiday at Easter and office close between Christmas and New Year.
- Regular staff days and staff retreats
- Your choice of birthday breakfast at the Tuesday team meeting
- Training opportunities and courses

Occupational Requirement

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010. We also ask that the successful candidate attends St Mary's.

Equality, Diversity and Inclusion

St Mary's is committed to being a diverse church that truly represents the community we serve. We welcome applications from people of all backgrounds, especially those underrepresented in church leadership, including women, racialised, LGBT+, disabled, and under-served communities.

Don't meet every requirement? Studies have shown that women and people from racialised communities are less likely to apply for jobs unless they meet every single qualification. If you're excited about this role but your prior experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

How to Apply

Please send a cover letter to introduce yourself and tell us why you'd be great for the role, and an up-to-date CV (including details of two referees - one personal, one professional) via email to Hannah Fairclough (hannah@stmaryslondon.com)

Start Date:

Late August or early September 2025