

ST MARY'S

LONDON

Job Description

Coordinator (full time)

We are looking for someone who:

- **has previous experience of administration**
- **is well organised and flexible**
- **enjoys working on a variety of projects**
- **has good written and oral communication skills**
- **will enjoy working as part of our staff team**

**Applications in writing with a current CV to Sally Watson:
contact@stmaryslondon.com**

Job Description

Coordinator at St Mary's

St Mary's is a charismatic Anglican Church based in Marylebone, W1.

Job aim: To provide organisational and administrative support for the church

Hours: 5 days a week, 9.30am to 5.30pm with one hour for lunch

Holidays: 20 days paid holiday per year + 3 days at Christmas and 2 days at Easter

Accountable to: Sally Watson (Director of Operations) and, as with all other staff, John Peters (Rector)

Supported by: The staff team

Responsibilities:

Courses

- Administrating the Life course and other courses, including booking the church, creating promotional material, updating the church website and compiling course handbooks
- Evening attendance is sometimes required to ensure smooth running – time will be given in lieu

IT

- Responsibility for managing the IT network in the church and church office, including liaising with the external IT support company
- Adhering to all Data Protection laws

Website and Social Media

- Developing and maintaining the church's presence on social media (Facebook, Instagram, etc.) including advertising current and upcoming events and courses
- Ensuring the church website is kept up to date
- Ensuring that the church app is kept up to date
- Editing and uploading of all talks at St Mary's

General

- Administration for different departments in the church, including support to Director of Operations
- Management of the church diary
- Assist in keeping the church database up to date
- Assisting in the general running of the office including answering the telephone
- Sunday services duty (approximately once a month – time given in lieu)
- Being the first point of contact for general query emails sent to the church
- Attending the staff meeting every Tuesday at 9.15am as well as other St Mary's team events, away days and key church events as required

Essential Skills, knowledge and experience:

- Excellent organisational skills
- Strong communication skills, both written and oral
- Strong IT Skills, both Mac and PC
- Strong understanding of MS Word and Excel
- Good interpersonal skills
- 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 Audacity software