

The Church of All Saints, Tooting
allsaintstooting.org.uk

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**The Church of St Mary and
St John the Divine, Balham**
stmarybalham.org.uk

Joint Parish Administrator

We are seeking a joint Parish Administrator with good communication skills to maintain an efficient parish office in each of our churches, to manage lettings, produce parish publications, and provide general secretarial support to the Vicars.

All Saints and St Mary's are lively and friendly parish churches situated in the adjacent neighbourhoods of Balham and Tooting in south-west London. Each is readily accessible by public transportation. Both are inclusive, diverse, and modern churches in the liberal catholic tradition, seeking to enrich our respective communities through worship and service.

The post is part-time (24 hours per week) at £11/hr. As Administrator, you must maintain regular office hours in both locations, but there is some flexibility in establishing the pattern of work. You must be able to act on your own initiative, have good IT skills, an eye for detail, and be comfortable working alongside volunteers. An understanding of how a parish church works would be an advantage.

For further particulars, please contact the Vicar of St Mary's, the Revd Dr Robert Tobin, at vicar@stmarybalham.org.uk, or on 020 8673 1188.

Applications by email (including a covering letter explaining your interest in the post, your C.V., and two reference contacts) must be sent to Fr Robert by **Friday, 15 February 2019**. Appropriate candidates will be invited to attend for interview.

In line with diocesan policy, enhanced DBS disclosure is required.