St Paul's Church Covent Garden

Senior Administrator Job Description

St Paul's Church, affectionately known as The Actors' Church, is seeking an organised, proactive and resourceful Senior Administrator to play a central role in the running of our church and its busy operations. This is a one-year fixed-term position, offering an exciting opportunity for someone with strong administrative and organisational skills, excellent judgement and the confidence to take ownership of a broad range of responsibilities in a unique and vibrant environment.

About the Role
The Senior Administrator will play a key role in the effective day-to-day running of St Paul's Church, providing senior administrative support, coordinating important organisational functions and helping turn decisions and plans into practical action.

Working closely with the Rector, Treasurer, Venue Manager and wider staff team, the role combines high-level administrative and executive support with governance, project coordination, stakeholder liaison and responsibility for a range of church operations. The postholder will be a key point of contact for colleagues, PCC members, visitors and external organisations, helping ensure that information is communicated effectively, decisions are followed through and important work continues smoothly.

This is a varied role requiring someone who can work independently, exercise initiative and sound judgement, manage competing priorities and respond confidently to unexpected challenges. The successful candidate will be comfortable taking responsibility for complex pieces of work, identifying solutions to problems and coordinating with a wide range of people, while knowing when to seek advice or escalate decisions.

To apply, please email your full CV and a one-page Cover Letter giving details of why you are a suitable candidate and what attracts you this this job to Esther Bishop at info@actorschurch.org

Closing date: 12pm, Thursday 19th November
Interviews: Week beginning 23rd November

Location: Covent Garden, London
Type: Full-time, 12 month fixed-term contract with an initial three-month probationary period
Salary: £36,000-£38,000 depending on experience
Hours: 35 hours per week, Monday-Friday 10am-6pm. This role may occasionally require evening and weekend work, agreed in advance with the Rector, with time off in lieu.
Holiday: 25 days per annum plus bank holidays

St Paul's Church Covent Garden is an almost 400 year old Grade I listed Anglican church, nestled in the heart of London's West End. Commissioned by the 4th Earl of Bedford and built by renowned architect Inigo Jones in 1633, the church has served the Parish and theatre community since its opening. It is lovingly known as "The Actors' Church" and holds hundreds

of plaques and physical memorials to many who were linked to the profession over the last 300 years.

Given its location in Covent Garden and its artistic history, The Actors' Church hosts and supports a busy, eclectic, and exciting kaleidoscope of concerts and events, ranging from more traditional weddings and memorial services, through to charity fundraisers and theatrical performances.

This role offers the opportunity to join a small, friendly and fun office team responsible for the church's operations. Working across a broad range of responsibilities, the Senior Administrator will help ensure that the church operates effectively, maintains strong relationships with its many communities and continues to deliver its varied programme of activities.

St Paul's Church prides itself on being a welcoming space to our public, staff and volunteers. Creating a safe, welcoming, and often amusing place of work is imperative to the operation of the church. We also share the office with the resident cat who expects regular attention (and food!).

St Paul's Church is an Equal Opportunities Employer and particularly welcomes applications from those who identify from the global majority or as LGBTQ+. Unfortunately, due to the restrictions of a Grade I listed building parts of the building are not wheelchair accessible. This role will require the candidate to use stairs. If you have access needs and would like to discuss further, please email at info@actorschurch.org to arrange a phone call.

Roles and Responsibilities

Senior Administrative and Executive Support

- Provide senior administrative and organisational support to the Rector, Treasurer and wider staff team.
- Coordinate diaries, meetings, appointments and commitments
- Draft, review and proofread correspondence, reports, briefings and other important documents.
- Handle requests and communications on behalf of senior colleagues, using discretion and sound judgement.
- Help manage competing priorities, maintain continuity and ensure decisions are translated into practical action.
- Be the first point of contact for visitors, phone and email queries.
- Other duties as required.

Governance and Organisational Coordination

- Coordinate PCC meetings as PCC Secretary, including preparing agendas, gathering reports, compiling papers, taking minutes and maintaining formal records.
- Support the Annual Parochial Church Meeting (APCM), Electoral Roll administration and relevant Church of England and diocesan governance requirements.
- Maintain an overview of projects, deadlines, events, commitments and operational issues across the church.
- Act as a key point of contact for staff, clergy, PCC members, visitors, event organisers and external organisations.

- Investigate problems, identify practical solutions and coordinate work across different areas of the organisation.
- Improve administrative processes and ensure that important actions and responsibilities are followed through.

Life Services and Plaques Administration

- Take responsibility for the administrative coordination of weddings, funerals and memorial services, from initial enquiry through to delivery.
- Act as a principal administrative contact for families, organisers and other participants, coordinating communication between the Rector, church staff, event teams and external suppliers.
- Arrange planning meetings, manage correspondence and documentation, and coordinate practical arrangements and timings.
- Prepare estimates, coordinate invoicing and proofread orders of service.
- Administer memorial-plaque enquiries, applications and records.
- Handle sensitive situations with empathy, professionalism and discretion, providing continuity and support throughout the planning process.

Projects, Procurement and External Relationships

- Research operational and organisational issues, gathering relevant information, costs, professional advice and regulatory requirements.
- Assess options and prepare recommendations, proposals and briefing papers to support decisions by senior colleagues and the PCC.
- Obtain and compare quotations, liaise with suppliers and professional advisers, monitor progress and follow up outstanding work.
- Coordinate contractors, consultants, staff and external stakeholders, ensuring that requirements, costs, deadlines and practical constraints are understood.
- Maintain constructive relationships with relevant external organisations, including the Diocese of London, Church of England, Westminster Council and professional advisers.

Office Management and Staff Support

- Oversee the effective functioning of the church office and its administrative arrangements.
- Line manage the Administrative Assistant, including setting objectives, monitoring performance and workload, conducting reviews and appraisals, providing feedback and supporting professional development.
- Support recruitment, induction, probation and review processes, and provide guidance to interns, placements and other colleagues where required.
- Support the administration of DBS checks and safeguarding procedures, working with the Rector and Parish Safeguarding Officer and escalating substantive safeguarding matters appropriately.
- Maintain appropriate records, handle confidential information responsibly and provide continuity across the team.
- Undertake other duties appropriate to the level and scope of the role, contributing to the smooth running of the church.

Person specification

Essential

- Supportive of our mission as a diverse, inclusive Christian space rooted in love, equality, and creative engagement – especially with the LGBTQ+ and performing arts communities.
- Significant administrative experience, with the ability to take ownership of complex work and manage a broad range of responsibilities independently.
- Experience coordinating projects, events and/or life services.
- Excellent organisational and time management skills, with meticulous attention to detail.
- Excellent written and verbal communication skills
- Excellent interpersonal skills, with the ability to communicate sensitively and confidently with a diverse range of people.
- Sound judgement, discretion and the ability to handle confidential or sensitive matters appropriately.
- Proven ability to solve problems, use initiative and identify practical solutions without requiring constant supervision.
- Ability to manage competing priorities, respond flexibly to unexpected requests and meet deadlines in a busy environment.
- Experience of managing or supervising staff, including providing guidance, setting expectations, monitoring performance and supporting professional development.
- Proficient with Microsoft 365 including Word, Teams, Outlook and Excel, with confidence using digital systems and learning new software.
- Ability to work collaboratively within a small team while taking responsibility for individual areas of work.
- A proactive and adaptable approach, with a willingness to get involved in the varied day-to-day work of the church.
- Happy to work around animals (we have a cat!).

Desirable

- Experience supporting senior leaders, managers or trustees.
- Experience of committee administration, minute-taking or charity governance.
- Experience supervising colleagues, supporting recruitment or providing training.
- Experience in a charity, church, arts, heritage or events environment.
- Familiarity with website content management systems, SharePoint or similar digital collaboration tools.
- Knowledge of GDPR, safeguarding administration or other relevant compliance requirements.

Additional Information

- The successful candidate will be asked to provide two referees after interview but prior to the appointment being confirmed.
- The successful candidate must provide documentation to confirm their identity and right to work in the UK.
- St Paul's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment.
- Due to the age and layout of our Grade I listed building, not all areas are wheelchair accessible. This role involves using stairs.

- If you have access requirements or would like to discuss adjustments, please email info@actorschurch.org to arrange a conversation.