

St Peter's Church, Petersham
Person Profile Parish Administrator
(October 2025)

Essential

- Administrative and organisational skills
- Good written and verbal communication
- Able to relate to a range of people and situations
- Enthusiasm, honesty and reliability
- Respecting of confidential matters
- Basic understanding of the Christian Faith and sympathy to the aims of the church and its mission to the community
- IT skills – we use MS Office and Publisher software.

Desirable

- Commitment to developing the work of the parish office
- Experience of working with volunteers
- Marketing experience