

CHURCH ADMINISTRATOR

St Cuthbert's Episcopal Church, Colinton

Could you help keep our busy church life organised and running smoothly?

St Cuthbert's is looking for a friendly, organised and reliable Church Administrator to join our team and provide essential administrative support to the Rector, Vestry and wider congregation.

This is a varied and rewarding role at the heart of our church community. No two days are quite the same!

We are looking for someone who is:

Organised • Friendly • Reliable • Confidential • Approachable •
A good communicator

You should be comfortable working independently, managing competing priorities and using everyday computer and office systems.

Previous experience in administration is essential, with a willingness to learn. A positive attitude and an ability to work well with people are equally important.

You will be part of a friendly church community and will need to be comfortable working with people of different ages and backgrounds.

Hours & salary

Hours: 20 hours per week.

Salary: £18,200 per annum

Location: St Cuthbert's Episcopal Church, Westgarth Avenue, Colinton

Working pattern: Ideally, the successful applicant will spend a minimum of 12 hours each week working in the church office, with some flexibility around the remaining hours.

Interested?

If you think you could be the person to help keep St Cuthbert's organised, welcoming and running smoothly, we would love to hear from you.

For further information about the role, or to request a copy of the full job description, please contact Rev. Nicki McNelly.

Interested candidates are invited to submit their CV by email to Rev. Nicki McNelly at stcuthbertsrector@gmail.com

Closing Date - Monday 19 October 2026

*St Cuthbert's Episcopal Church is committed to creating a
welcoming and inclusive community*