



Revd Canon Jeremy Dussek
Rector of Wolverhampton
(for the Collegiate Church of St Peter and St John in the Square)

Parish Administrator of Wolverhampton City Parish
for the Collegiate Church of St Peter and St John in the Square
and
Personal Assistant to the Rector of Wolverhampton

The Collegiate Church of St Peter and St John in the Square, Wolverhampton are seeking to appoint a person with good interpersonal skills and proven high-level administrative and operational competence, who is pro-active and instinctively a team player. They will be joining an exciting newly formed team following the appointment of Revd Canon Jeremy Dussek as Rector. It is also an exciting time with the appointments of a Site Services & Property Manager, and Director of Music; the 2 churches are also shortly to be united into a newly created parish to serve Wolverhampton City Centre.

The PA and SSPT will work alongside the Rector, Churchwarden and other members of the team to give administrative and operational support to the Rector and Parish, also ensuring that a warm and generous welcome is extended to all who contact the office. The post holder will undertake a wide range of administrative and coordinating tasks, between the Church, City and Diocese.

Role Description:

Parish Administrator and Personal Assistant to the Rector.

Working with us

Our parish comprises of The Collegiate Church of St Peter and St John's-in-the-Square which have a rich history that dates back to the 10th century, yet successfully engages with the needs and aspirations of today's community.

Serving in a city

Each church within our parish offers unique spaces for worship, community engagement, and social action.

The Collegiate Church of St Peter adjoins the Civic and University sites. Its USPs are its heritage, music and support for the civic and city organisations; it draws people from a wide range of cultural backgrounds into a journey of faith and seeks to serve the civic and cultural needs of the city in partnerships with the University, Academies, Art Gallery, Molyneaux and other charitable organisations

St John in the Square, is also in the city centre adjacent to the Ring Road by Snow Hill, and provides a tranquil setting for reflection and connection, hosting spiritual and cultural events that nurture the soul.

Working as a Team

The Newly Created Parish will be led and include

Clergy – Rector and Associate Clergy to be appointed for specific areas of ministry

Churchwardens – for both churches

Parish Administrator and Personal Assistant to the Rector

Site Services and Property Manager – for both churches

Vergers and Sacristan – for both churches

Director of Music – for the Collegiate Church

Parish Safeguarding Officer – for both churches

Teams

St Peter's, there are many committed teams who work on a voluntary basis to serve the Church, Community and Wider City, both on Sundays and in the week including Stewards, Servers, Church Opening Helpers, Flower Guild, Bell Ringers, Pastoral Care Assistants, Readers, Intercessors, Junior Church Leaders alongside the Churchwardens.

St John's is a much smaller community and is currently open for worship on Sunday – there are similar people who read and serve supporting the Churchwardens.

KEY TASKS

Overview

The Parish Administrator and Personal Assistant to the Rector, role exists in order to undertake general parish administration duties, support the ministry of the Rector and clergy.

Responsibilities

As a member of the team, you will be responsible for

Communications and Organisation

- Always ensuring the effective running of the Church Office so that that all key functions are delivered to the highest possible standard.
- Maintaining the management and co-ordination of the diary for the Church and the Rector and to support them in their work and personal ministry.
- Dealing with all enquiries and appointments for the Rector.
- Responding to and sending out correspondence on behalf of the Rector
- Ensure good communications and an appropriate level of awareness of other team members.
- Respond to queries, whether by phone, email, post or in person with professionalism and tact
- Maintaining the Parish website, 'A Church Near You', the *What's on Page* and providing information for the Church's social media presence
- Posting communications and creating the weekly pew leaflet
- Managing organisation of rotas
- Taking bookings and working with the Site Services & Property Manager and Vergers to ensure these are arranged and effectively delivered
- Coordinating school requests for visits and arrange them to be accompanied/guided
- Ordering office stationery and sacristy supplies in liaison with the Verger

Service Support

- Preparing service sheets on direction of Rector and clergy
- Taking bookings for Baptisms, Marriages and Funerals and arranging these with the Rector
- Filling in forms, arranging dates and banns, preparing certificates, assisting with orders of service, ~ writing up registers and undertaking follow up actions
- Recording and returning CCL returns (copyright)

Hospitality

- Working with colleagues and the Rector to organise and manage hospitality events ensuring that they run smoothly, including providing refreshments and serving meals in Church and occasionally at the Rectory

Financial and Property

- Collaborate with the management of the finances of the Church including
 - Receiving and recording payments for bookings
 - Invoices - authorised payments made by BACS or cheques prepared for signature.
 - Preparing invoices for payment to send to external organisations and individuals as necessary
 - Recording Rector, Verger and Music Department fees as appropriate
- Support and liaise with the Site Services Manager, Verger in overseeing the management of the Church and Rectory
- Have an awareness and understanding of appropriate of health and safety legislation

Records and Archives

- Maintaining database of parish contacts
- Maintaining to the highest standards all electronic and paper filing systems, ensuring standardisation and compliance

The main duties and responsibilities of this post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time, and the PA will be expected to agree any reasonable changes to the job description that are commensurate with the PA's banding and in line with the general nature of the post. The PA will be consulted about any changes to the job description before these are implemented.

PERSON SPECIFICATION

The successful candidate will have the following attributes and demonstrate these in their application:

- High standard of literacy and numeracy, a degree or otherwise demonstrable skills in preparing services would be advantageous
- A willingness to learn, to a complex level, the systems, structures and terminology of the Church of England, prior knowledge or experience of these would be advantageous
- Professional in-person and telephone manner with the ability to articulate and receive messages clearly
- Experience of working in a Church Administration, or PA role would be an advantage
- IT proficient with a high-level working knowledge of Microsoft Word, Outlook, Excel and file management systems as well as online meeting platforms and integrating these with diaries
- An eye for detail, accuracy, and quality to all areas of work
- The ability to maintain absolute confidentiality whilst being courteous, friendly and discreet
- A good level understanding of data protection / GDPR principles
- A good listener and be able to be diplomatic when dealing with a wide variety of characters
- The ability to respond and adapt quickly to the changing priorities within the office
- The ability to work flexibly in a small team as well as organise own workload, to set priorities and to work to deadlines
- The ability to work across the two sites
- Reliable attendance and punctuality record
- Sympathy with the Christian faith, supportive of the work of the Church of England and committed to the ethos and values of St Peter's and St John's
- Willingness to learn new skills and take part in any appropriate training
- Experience of coordinating and managing events

TERMS and CONDITIONS

- This is a post of 20 hours per week, with an annual salary of £15,500. Work may be required on evenings or at weekends, for which compensatory time off in lieu is available
- The normal place of work where the post holder will have a desk, will be in the Collegiate Church of St Peter in a newly create first floor office
- If meeting the relevant criteria, Auto Enrolment into a pension scheme with employee and employer contributions.
- Holidays 25 days per year plus Public Holidays
- Location: The Collegiate Church of St Peter and other locations across the diocese (this role will generally be working on-site)
- The post holder will report to the Rector of Wolverhampton
- The employer is the PCC of Central Wolverhampton
- There will be a probationary period of 6 months

HOW TO APPLY

Please send a CV and accompanying letter with your reasons of why you wish to be considered why you think you are suitable and eligible for this post to Sue Butler – wolvescentralparish@hotmail.co.uk by 23rd July, 2026.

CLOSING DATE: 23 July, 2026

INTERVIEWS TO BE HELD IN WOLVERHAMPTON: week commencing 27 July, 2026