



St Mark's Church
Parish of Dundela
St Mark's Parish Office, Heyn Hall,
2 Sydenham Avenue, Belfast, BT4 2DR

Re: Parish Administrator

Thank you for requesting an application pack for the above-named post. Please find enclosed:

Application Form
Job specification

Please return completed application forms to:

The Honorary Secretary of the Select Vestry
St Mark's Parish Office
Heyn Hall
2 Sydenham Avenue
Belfast BT4 2DR

Alternatively completed application can be returned by email to:
office.dundela@down.anglican.com

The closing date for return of applications for the above position is 12:00 noon on Monday 17 August 2026. Applications received after the closing time and date will not be considered.

Please contact Revd Canon Dr Helene Steed for any further information on this position at dundela@down.anglican.org or M. 07342 720 350.

Shortlisting will take place on Wednesday 19 August 2026. Interviews and competency tests will take place on Friday 4 September.

Yours sincerely,

Mrs H. Ellison
Honorary Secretary to the Select Vestry

Encs: **Application form**
 Job Specification
 Person Specification

APPLICATION FORM: PARISH ADMINISTRATOR

Please complete this form accurately and in as much detail as possible, using typescript or BLACK INK. Applications for this position will only be accepted on this form, and CVs will not be accepted. Please note that the **closing date** for the return of completed application forms is **12:00 noon on Monday 17 August 2026**.

PERSONAL DETAILS

Surname	Forenames	Title
Address		
Postcode		
Email address		
Telephone Numbers	Home	Work
Mobile		
Do you require a work permit to work in the UK?		
Yes / No		
If yes, please provide details		
Do you require any adjustments to take part in our selection process effectively?		
Yes / No		
If yes, please provide details		
Please indicate any dates you will not be available for interview		

ACADEMIC OR OTHER QUALIFICATIONS

(Documentary Evidence will be required from the successful candidate)

School, college, university etc	Qualifications and date obtained

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Association or body	Status and date of membership

PRESENT/MOST RECENT POSITION

OTHER PREVIOUS EMPLOYMENT

(List previous employment starting with the most recent)

From	To	Employer's name and address	Job title and main duties	Reason for leaving and final salary

Please explain in as much detail as possible how you feel you meet each of the criteria outlined in the job description. It is important that you demonstrate how you satisfy the requirements of the position as selection for interview will be based on those candidates who appear from the information provided to have the best knowledge, skills and experience associated with the duties of the post. Please use an additional sheet if required.

Criteria	How I meet the criteria includes: -
QUALIFICATIONS/EXPERIENCE – ESSENTIAL	
1. Have a minimum of three years’ experience of working in an administrative role in an office environment. OR Third level education or recognised professional qualification. AND Demonstrable experience of using social media i.e. Facebook and Instagram and updating website content.	
SKILLS /ABILITIES – ESSENTIAL	
Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, PowerPoint and Outlook. Evidence of use of varied forms of databases.	

Criteria	How I meet the criteria includes: -
QUALIFICATIONS/EXPERIENCE - DESIRABLE	
1. Have a minimum of one year's experience of working in an administrative role within a church-based environment.	
2. Demonstrable experience of the administration of finances within an office environment.	
3. Demonstrable experience of using Church Suite.	

FURTHER INFORMATION

Please give details of any interests or activities outside work or any other information which you consider relevant to your application.

REFERENCES

Please give the names and addresses of two people who are able to provide references relating to your work experience and suitability for the position for which you are applying. At least one referee should be a previous employer and, if possible, your present or most recent employer. Referees will only be contacted after interviews have taken place.

Name _____

Name _____

Address _____

Address _____

Tel. No. _____

Tel. No. _____

email _____

email _____

Position _____

Position _____

HEALTH:

Please note that if you are under consideration for appointment, you may be required to complete a Health Declaration Form and may have to attend a medical examination.

SAFEGUARDING:

The appointment will be subject to a satisfactory AccessNI enhanced disclosure.

DECLARATION:

I hereby certify that all the information given by me relating to this recruitment exercise is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered.

A candidate found to have knowingly given false information or to have willfully suppressed any material fact will be liable for disqualification or, if appointed, to dismissal.

Signature

Date

Parish Administrator



Part-time

Closing date: Monday 17 August at 12.00 noon

In person Interview and Competency Test: Friday 4 September.

We are looking for a talented and enthusiastic administrator with a high level of communication skills and knowledge of social media to support our work on a part-time basis. This position requires professionalism and the ability to work in a changing environment, where multitasking, decision-making, self-motivation and discretion are essential.

The Parish Administrator will work closely with the Rector, have regular contact with the Treasurer, will manage our communications and will play a key role in overseeing the Parish Office. The work of the parish is also supported by the Select Vestry and volunteers.

The Parish Office is located in the Parish Hall, which hosts several parish activities and can be hired by a variety of users.

There is an occupational requirement for the post-holder to be a practicing Christian, able to subscribe to attached excerpt "Being a Christian", also found at <https://www.ireland.anglican.org/our-faith/being-a-christian>

Overview

Job title:

Parish Administrator

Accountability:

The Parish Administrator will be employed by St Mark's Select Vestry.

Reports to:

The Rector*

Salary:

£27,000 per annum. (*Salary amount is based on a 37-hour week and will be pro rata to 20 hours*).

Hours:

20 hours per week. The position includes three mornings per week. There may be some flexibility around hours and school holidays depending on workloads.

Management:

There is no responsibility for staff associated with this position.

Job purpose:

To promote the vision of the Rector, Select Vestry and the St Mark's Parish, Dundela, by providing support in the following areas:

Key duties and responsibilities

Communication

- To design and produce:
 - Presentations for use during weekly services.
 - Weekly parish newsletter in liaison with Rector*/ group leaders.
 - Posters and leaflets as required.
 - Enhance the parish's online presence, including the parish website, and all social media accounts.
- Maintain contact by phone, email, mail and social media with parishioners and external Individuals / organisations.

Finance

- Receive, record and prepare miscellaneous cash receipts for lodgement to bank.
- Identify, analyse and record receipts for parishioners on database and Excel.
- Maintain Gift Aid authorities; record and compile Gift Aid claims for submission to HMRC.
- Issue information and statements of giving to parishioners.
- Issue invoices to users of parish premises and ensure invoices are paid on time.

Administration

- To provide administrative support in a variety of formats including word processing, filing, photocopying and the management of all incoming and outgoing mail.
- Develop, maintain and operate manual and/or computerised information systems to include parish registers and relevant databases.
- Manage the administrative aspects of baptisms, weddings and funerals and other occasional services.
- Ensure secure storage of valuable items and confidential documentation.
- Complete and submit all Parish returns / records as required to Diocese.
- Organise all bookings for parish premises and update the diary accordingly.
- Source and order supplies for parish in coordination with the Treasurer and Rector.
- Liaise with maintenance personnel and contractors.
- Maintain office stationery and equipment.

- To greet visitors as required.
- Be responsible for the security of the Parish premises including the issuing of keys.
- Support compliance with Health and Safety and Safeguarding requirements.

Other

- Attend staff meetings as required.
- Undertake any other duties as directed by the Rector.
- Attend on request occasional services and /or meetings.
- Undertake any training (courses) as may be required.

This job description will be subject to review.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually, which may include opportunities for development and training.

**Rector, or Cleric-in-charge.*

Person specification

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for application form unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be based on the essential criteria set out in Section 1 below, using the information provided by you on your application form .
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applicants, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1: ESSENTIAL CRITERIA

The following are essential criteria which will initially be measured at the shortlisting stage, and which may also be further explored during the interview/selection stage and competency test. You should therefore make clear on your application form how, and to what extent, you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications/ Experience	Have a minimum of three years' experience of working in an administrative role in an office environment OR Third level education or recognised professional qualification AND Demonstrable experience of use of social media i.e., Facebook and Instagram, and updating website content.	Shortlisting by application form
Skills / Abilities	Evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, PowerPoint and Outlook. Evidence of use of varied forms of databases	Shortlisting by application form

SECTION 2: ESSENTIAL CRITERIA

The following are additional essential criteria which will be measured during the interview/selection and competency test stage or by Reference.

Factor	Essential Criteria	Method of Assessment
Knowledge	Evidence of knowledge of: General office administrative processes and records. Canva, Publisher or similar Mailchimp or similar	Interview
Skills/Abilities	Proven effective planning and organisational skills and an ability to work under pressure to meet deadlines. Evidence of sound interpersonal and communication skills. Ability to use own initiative, work independently and prioritise workload.	Interview and Competency test
	Ability to creatively compile information into printed, online or social media content and match with graphics.	Competency test
	A mature and sensitive manner in dealing with members of the public, and in fostering good relationships with staff, parishioners, volunteers and other regular contacts.	Interview
Values Orientation	Evidence of how your experience and approach to work reflects Christian values.	Interview

SECTION 3: DESIRABLE CRITERIA

Some or all the desirable criteria may be applied by the Selection Panel to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make clear on your application form how, and to what extent, you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications / Experience	Have a minimum of one year's experience of working in an administrative role within a church-based environment. Demonstrable experience of the administration of finances within an office environment Demonstrable experience of using Church Suite	Shortlisting by application form

Disclosure of criminal background

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'. In the event that you are recommended for appointment to a post that involves 'regulated activity', the Parish will be required to undertake an Enhanced Disclosure of Criminal Background.

Additional information

Enquiries relating to this position should be directed to the Rector, Revd Canon H Steed,
E: dundela@anglican.org
M: 07342720350.

Application

Please submit an application form to:

E: office.dundela@down.anglican.org

OR

by post to St Mark's Parish Office, 2 Sydenham Avenue, BT4 2DR
(please mark the envelope *Application*)

no later than 12 noon on Monday 17 August 2026.

Late submissions will not be accepted.