



Parish Office Manager

The Parochial Church Council of St James Church Wetherby is looking to appoint an exceptional person who is keen to play a key role in helping us make the most of the many opportunities we have to serve our community. The person appointed will therefore need to be sympathetic to the aims of a church. This is an exciting role which we are keen to see develop and offer a supportive and encouraging environment for the right candidate.

Whilst there are some core hours when we want to see our busy office staffed, there is also some degree of flexibility about working practices. The successful candidate will work as part of a small team, reporting to the Vicar and working alongside the Parish Administrator, Caretaker and Verger.

Key Tasks:

- To support the Vicar, Churchwardens and PCC in fulfilling the mission of the Church.
- To Line Manage the Caretaker and Parish Administrator.
- To manage data and to implement regular and targeted communication.
- To manage bookings and invoicing of the Church and Church Centre.
- To work closely with the chair of the Property Committee to manage day to day aspects of property maintenance, safety checks and compliance with statutory requirements and insurance.
- To work with the Finance Team to ensure that finances are handled securely and efficiently.

Essential Skills:

- Excellent organisational and management skills.
- A proven track record of excellent IT skills and a confidence to develop our use of IT including our website and social media.
- Excellent people management, communication and inter-personal skills.
- The ability to prioritise and work efficiently in an environment with many competing demands.
- Flexibility.
- Discretion and the ability to ensure confidentiality.
- Ability to work as part of a team as well as independently with initiative.
- Willingness to learn new skills.

We are seeking to employ an exceptional candidate to work 20 hours a week.
Pay £13.76 per hour. 20 days holiday + 8 national holidays (pro rata)

For further details please contact
Rev Matthew Peat 01937 529875 or email wetherbyvicar@gmail.com

Applications with CV and supporting letter to PCC Secretary gina.metcalfe@outlook.com
by

10:00am 27th February 2026. Interviews to be held 5th March 2026

This role is subject to satisfactory DBS checks