

# Vacancy: St Paul's Parish Rooms administrator



## About St Paul's

St Paul's is the Church of England parish church for the western half of Wokingham. It is a traditional Victorian church with an active congregation and is part of the Diocese of Oxford. The parish includes two churches: St Paul's and St Nicholas, which meets in Emmbrook Village Hall, and also incorporates Woosehill Church, which is a partnership with the Methodist Church.

St Paul's is a socially active church, with a congregation that is engaged with educational, charitable, and environmental action in Wokingham. It is a member of Inclusive Church, which campaigns to make the Church of England more inclusive, especially for LGBTQ+ people.

The Rector of St Paul's is Father Sam Tanna-Korn.

## The Parish Rooms Trust

The St Paul's Parish Rooms are located on the Reading Road, adjacent to the churchyard. They were built in 1991 to support the church in its work and to provide a facility for the local community. The rooms are let out to local businesses and other organisations, including yoga classes, keep-fit classes, classes for speakers of English as a second language, and a Girl Guiding unit, among many others.

The Parish Rooms are run by the Parish Rooms Trust (charity registration 309060). The Parish Rooms Trust is run by the Parochial Church Council of St Paul's, with the day-to-day running being done by the Parish Rooms Trust Committee. The surplus from the running of the Parish Rooms is used for making educational grants for the benefit of young people up to the age of 25 who either live or are educated within the St Paul's parish.

## Role description

The Parish Rooms Administrator is the key role in the running of the Parish Rooms.

The role involves:

- building and maintaining relationships with hirers
- marketing the Parish Rooms and meeting prospective hirers
- together with the Parish Rooms Trust Committee, organising the maintenance, repair, and cleaning of the building, garden, and car park
- day-to-day bookkeeping using Xero accounting software, working with the Parish Rooms Trust treasurer
- managing the bookings for the Parish Rooms, using Hallmaster software
- any other tasks that may reasonably be required

## Key relationships

- the Parish Rooms Trust Committee: the Administrator normally takes part in the Committee's meetings, which take place every two months
- the Church Administrator: the Parish Rooms Administrator shares an office with the Church Administrator and they support each other's work, especially when on leave
- the Rector of St Paul's

## Person specification

### Essential

- previous administrative experience
- strong organisational skills and attention to detail
- confident using IT systems, including:
  - email and calendars
  - Microsoft Office (Word, Excel, Outlook)
- able to manage multiple tasks independently
- good written and verbal communication skills

### Desirable

- experience using Xero or similar accounting software
- experience using booking systems such as Hallmaster or similar
- experience in a charity, parish, or community setting

### Personal Attributes

- reliable and self-motivated
- approachable and professional
- discreet when handling information
- community-minded and service-oriented

### Conditions

- part time with 20 hours per week
- pay £13.00 per hour for the probationary period increasing to £13.75 per hour after
- salary reviews undertaken at year end and any increases effective from 1 January each year
- based at St Paul's Parish Rooms, but some remote working is possible by agreement
- holiday entitlement 20 working days plus the days between Christmas and New Year
- probation period of six months
- notice period: one week within the probation period, then one month

## Safeguarding

St Paul's Parish Rooms is committed to maintaining a safe environment for all users.

This role does not require a DBS check. The postholder will be required to complete basic safeguarding training and must adhere to relevant safeguarding policies and procedures.

## Equality and Diversity

St Paul's Parish Rooms is committed to equality of opportunity and welcomes applications from all sections of the community. Recruitment will be based on merit, skills, and experience.

We are committed to making reasonable adjustments and to supporting candidates through the application process within the constraints of the building: please note that the Parish Rooms is a two-storey building and that there is no step-free access to the first floor.

## Application Process

Please submit a CV and covering letter setting out your suitability for the role to the Rector, Father Sam Tanna-Korn, by email to [rector@spauls.co.uk](mailto:rector@spauls.co.uk). Deadline 5pm **13 May 2026**.

Interviews will take place on **20 May 2026** at the Parish Rooms.

## Information

For more information about the role, please contact the Rector at [rector@spauls.co.uk](mailto:rector@spauls.co.uk). We can also arrange a conversation with the current administrator.