



St Laurence Church & Centre
Catford

Administrative Assistant Recruitment Pack



Dear applicant,

Thank you for expressing an interest in applying for the post of Administration Assistant at St Laurence's, which is a newly created role to assist in the running of the parish office. This note is designed to provide you with information about the job, and a flavour of working here; the formal jd & person spec follow.

I have been Vicar of this parish since 1989, and over the years have made it a priority to develop the work of our Community Centre. Today, it is a thriving community hub, embedded in the diverse local communities that we serve. Housed in a remarkable 1968 listed building, we provide space for local people to meet for socials, parties, gatherings, meetings, classes and training sessions, and for any number of events attended by a very wide cross-section of Catford people. We cater for the very old (various elders groups and lunch-clubs) and the very young (toddlers' groups; children's dance clubs and coding clubs); we host fitness classes, the largest choral society in south-east London, a Badminton Club, the local Townswomen's Guild, blood donation sessions and currently a good deal of filming (e.g. the Boots 2020 pre-Christmas TV commercial and a feature film starring Orlando Bloom); we co-operate with the Council to host meetings of the local assembly and some council meetings. Our footfall is around 40,000 p.a.



Prices are kept low to make this valuable resource available for local groups and local people (with substantial discounts available for non-profit organisations) as well as religious ceremonies of all faiths. We are entirely self-sufficient, and receive no public funding except for particular projects. Nonetheless, the building has been well maintained over the years thanks to much work by volunteers, successful grant applications and sustained fund-raising.

As Administration Assistant you would be at the heart of this vibrant community hub, supporting its income stream to match the diverse needs of its actual and potential users, and engaging with every aspect, human and material, of a building that plays an important role in creating, maintaining and safeguarding the social fabric of this part of Lewisham. You would get to know the local community and encourage groups to develop and thrive. You would work alongside and encourage the work of our large number of willing volunteers, and, additionally, work with members of the clergy and congregation in assisting with some of the administrative tasks necessary to maintaining the smooth running of a warm, welcoming and hugely diverse parish.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to respect these beliefs but are not themselves required to hold to any particular faith or practice.

I hope you will consider joining a creative and friendly team on our journey, supporting us as we seek to play an increasingly important role in making Catford a good place in which to live, work, study or make a home. If you have any questions or would like to talk about the role, please do not hesitate to get in touch. (Contact details on next page).

With best wishes from
Fr Charles Pickstone, Vicar, St Laurence Church.



ST LAURENCE CHURCH & CENTRE, CATFORD

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www.stlaurencecentre.org.uk

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JOB DESCRIPTION and PERSON SPECIFICATION

Job title: Administrative Assistant

Hours: Part-time, 12 hours p/w, flexible working considered by agreement with the Parish Manager

Salary: £15/hr (£29,250 fte)

Terms and conditions:

Location: St Laurence Centre, Catford, London SE6 2TS

Reports to: Parish Manager

Key relationships: Parish Manager, Vicar, Centre Management Committee, Caretaking staff, Church Wardens

Purpose of the role

- To assist in the smooth running of St Laurence Community Centre, in close co-operation with the Centre Management Committee and the Vicar
- To undertake a number of administrative tasks for St Laurence Church Catford
- To deputise for the Parish Manager in his absence

KEY RESPONSIBILITIES

Administration of the Community Centre

- Deal with booking enquiries for the hall and meeting rooms via email and telephone
- Issue invoices and receipts (invoicing, chasing late payments, refunding deposits)
- Liaise with caretaking staff regarding maintenance and repairs; source estimates and manage contractors
- Support and work alongside volunteers assisting in the office.

Parish Administration

- Maintain a broad general knowledge and understanding of church activities, individuals and current parish events, so that the office can support the Church in its mission
- Provide a high standard of administrative support including outstanding management of the diary
- Assist in preparing the weekly parish news sheet and/or service booklet (InDesign software – training can be given)
- Support the work of the church council to assist in the management of four residential properties.

PERSON SPECIFICATION

Skills and competencies

- excellent communication skills – written and oral Essential
- excellent organizational skills Essential
- strong attention to detail Essential
- general office, clerical and IT skills Essential
- strong prioritization skills and ability to manage workload Essential
- ability to work flexibly Essential

Experience

- experience of working with volunteers Essential
- experience of working in a public facing role Essential
- general accounting experience Desirable
- experience of premises management Desirable

Knowledge

- Knowledge of health & safety issues, safeguarding; or willingness to learn Desirable
- Knowledge of church worship and ministry Desirable

Personal Attributes

- ability to respect matters of confidentiality, sensitivity and compassion Essential
- ability to make decisions and take initiative Essential
- motivated to deliver high quality output Essential
- ability to manage the unexpected Essential





RECRUITMENT PROCESS

- 1) Application forms should be submitted by noon on **April 30th 2025**
- 2) Successful applicants will be informed of the interviews by the end of Friday 2nd May
- 3) Interviews will be held Wednesday 7th May during the day

Submitting an application

Please email manager@stlaurencecatford.org.uk for an application form

Start date & probationary period

The anticipated start-date is 3rd June 2025 subject to negotiation. Six-month probationary period.



St Laurence Church and Centre Catford

Mission, Goals and Values

The mission of the Centre is to implement the parish's vision of creating a resource available to all local people, through the provision of space for members of local and wider communities to meet; to foster the growth of community in a particularly diverse part of south-east London; and to celebrate its riches.

History

St Laurence Church and Centre is a purpose-built 1968 church and community centre which for 50 years has continued to provide a wide range of services to the people of Catford. The parish was founded in 1888, and for 80 years the old church stood on the edge of the South Circular until its demolition for road-widening gave the opportunity for the construction of a modern Church and Community Centre not far away.

Resources

St Laurence's consists of an octagonal church (notable for its striking *dalles de verre* stained glass windows) seating c. 350 and a small chapel (open during daylight hours), and a number of vestries and ancillary rooms. The Centre comprises a large hall that can accommodate 120 people, and three smaller rooms (one a dedicated Youth Room), each of which can take c. 50 people, and three offices. The entire building is Grade-II listed. There is ample parking and a tarmac football area for young people that doubles as overflow car park. All rooms and offices are available for hire. The site also includes a vicarage and four flats.

Both Church and Centre are well used, and much valued by the local community, a high proportion of whom will attend an event here, whether in Church or in the Centre, over the course of a year. The Centre is used by very diverse groups of people, reflecting the local area, for, amongst other things, meetings, conferences, receptions, functions, classes, activities and training days. (Estimated footfall about 40,000 per annum).

Staff currently employed include the Parish Manager and a number of caretakers. In addition, a considerable number of volunteers perform different roles within the church and centre. The parish also uses the services of a Director of Music and an Organist.

Organisational structure

As a Church of England parish church, St Laurence's is the responsibility of the elected parochial church council (PCC), a legal body and registered charity (1131092), chaired by the vicar of the parish. The PCC has a number of subcommittees including (1) the Centre Management committee, responsible to the PCC for the efficient running of the Centre, and chaired by a PCC member who reports back to the PCC and (2) the Parish Ministry team, comprising the clergy (Vicar, two retired clergy), a licensed Reader and a Pastoral Auxiliary, who are responsible for the pastoral oversight of the congregation and for planning liturgies. The Administrative Assistant is line managed by the Parish Manager.

Lewisham

Lewisham is one of London's best functioning and most diverse Boroughs with traditionally a particular emphasis on supporting local communities. St Laurence's is at the heart of the borough and you'd be joining St Laurence at a great time with several special events planned for spring and summer including a community heritage project featuring a series of performances in church.