



Christ Church Stannington

NEW VACANCY

Role: Church Administrator
Hours: Part-Time (up to 15 hours per week Monday-Thursday)
Location: Christ Church Stannington
Salary: £9,812, 15 hrs pro rata (£24,054 full time equivalent)
Reporting to: Church Minister / Priest in Charge

An exciting new opportunity has arisen to join the team making an impact within the church and parish of Christ Church, Stannington.

PURPOSE OF THE ROLE:

- ✓ To enable Christ Church, and our mission in Stannington, to thrive through developing and maintaining our administrative processes, and through participation on the staff team.
- ✓ To be responsible for parish administration, supporting the Priest in Charge and working with the clergy, staff team and Churchwardens to organise and conduct the church's administrative affairs to a high standard.

This role forms a hugely valuable and a vital aspect of our ministry and mission in Stannington, as we seek to flourish as a community, living out our calling to serve our community and make Jesus known.

We would encourage anyone interested in finding out more about this to speak directly to Nick Lattimer or view the detailed Job Description at:

<https://www.achurchnearyou.com/church/17506/news/120664/we-are-hiring/>

Why work for us?

Benefits include;

- Flexible / Hybrid Working
- Development opportunities.
- The chance to contribute and develop the networking relationships within our community; including Stannington Food Bank and other of local initiatives.

Christchurch is proud to have been awarded a Silver Eco Church Award for our focuses sustainable and green solutions.

To apply: please send your CV with a short covering letter outlining your reasons for applying, to Nick, Priest in Charge, at the email address below.



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Deadline for Applications: Sunday 28th January

Interviews: Wednesday 7th February

T: 0114 437 1071

E: nick@christchurchstannington.co.uk