

## Part-Time Church Administrator



*St John's*  
Broadbridge Heath



St John's BBH is looking for an enthusiastic and capable Church Administrator to be a welcoming first point of contact and to work closely with the vicar and PCC to ensure the church and church hall are organised effectively.

Predominantly based in the church office weekday mornings, with some flexibility, this role would suit someone who enjoys communicating with others, dealing with a variety of tasks and is self-motivated. Good interpersonal, organisational, and IT skills are essential as well as a willingness to learn new systems.

Tasks include maintaining online rotas, managing church hall hire, parish communications, general church administration and facilities management. The role may include attending monthly evening meetings as the PCC Secretary.

15 hours a week, £13 - £14 per hour dependent on experience.

For further details on how to apply, to see the Job Description and Person Specification or to ask for more details please email the vicar, Mark at [mark.lavender@stjohnsbbh.org.uk](mailto:mark.lavender@stjohnsbbh.org.uk)

Closing date: 8<sup>th</sup> February 2025

Interviews: week of 9<sup>th</sup> February 2025