ADVERTISEMENT

Trinity Church Sissinghurst and St Mary’s Church Frittenden

**Church Administrator – Part Time**

We are looking to employ a part time administrator to help in the running of the two churches. Working closely with the Rector, Rev Pete Deaves, the role involves:

* Collation and preparation of weekly Orders of Services, co-ordinating printing and distribution.
* Planning service rotas for three months ahead.
* Setting up and operating or linking to Google calendars for booking of events.
* Preparation of monthly expense claims.
* Administration for weddings, funerals and baptisms.

**Hours & location** - it is envisaged that the role will take approximately twenty hours per month. Some tasks need to be done weekly and others on an occasional or periodic basis so there is need for flexibility over a month. The post holder will be able to work from home. If this is not possible then a room could be made available in the Sissinghurst Parish rooms.

**Essential skills** – we are looking for someone who is personable, unflappable, highly organised, a good communicator and a confident user of Microsoft Word, Excel, Publisher, Adobe Acrobat and email.

Applicants do not need to be a practising Christian to apply, however a knowledge of the Church of England and a motivation to support the growth of the local church will be a distinct advantage.

**Remuneration** – The position will attract a salary of £300 per month.

**Duration** - as this is a new role the initial term is for one year during which time it will be regularly reviewed.

*If you would like more details please speak to Rev Pete Deaves (852275), or one of the Wardens: Joanna Beech (852312), Pennie Durie (712612), Fraser McKie (291038) or John Stansfeld (852185).*

*If you would like to apply, please send a CV and covering letter to John Stansfeld,* [*john.stansfeld@gmail.com*](mailto:john.stansfeld@gmail.com) *by Wednesday September 15th.*