



CHURCH ADMINISTRATOR

Passionate about enabling church ministries to flourish by providing excellent administrative support?

Do you have the gift of administration?

Do you like a fun, dynamic and varied working environment?

Saint James Gerrards Cross with Fulmer is a thriving and busy evangelical parish in South Buckinghamshire. We have a large staff team and hundreds of volunteers.

The purpose of the role is to undertake administration tasks which ensure that church life operates effectively and that we are able to support the demands of our growing ministries.

The church administrator is the first point of contact many people have with Saint James and therefore it is pivotal that the successful candidate embodies our vision and values. They will have excellent relationship building and communication skills in order to engage effectively with clergy, members of the church family and the public. They will be methodical and have a good attention for detail. The administrator will be able to prioritise tasks and take appropriate initiative in order to meet multiple deadlines.

This is either a full time role or part-time as part of a job share. The salary will be in the order of £21,000 prorated depending on the hours worked.

If you would like to receive a copy of the full job description and the application pack please email nici.johnson@saintjames.org.uk.