

Situation Vacant: Church Administrator

St. Barnabas church has an exciting opportunity for someone who is gifted in administration and organisation, who ideally has had experience in working in a busy office environment.

You will need to have excellent computer skills and be able to multi task whilst working to deadlines. You will work closely with both paid and unpaid ministry leaders, providing support for their ministry. You will have excellent interpersonal skills and networking ability to enable members of the congregation to be involved in all areas of church life.

Salary £15,500-£17,500, depending on qualifications and experience, ideally 40 hours per week, Mon-Fri.

Contact Andy Irons for an application pack:
andy.irons@stbs.org.uk or 01223 519526.

Closing date for applications Fri 30th May 2008

