

JOB OPPORTUNITY - ADMINISTRATOR

HOPE COMMUNITY CHURCH

Hope Community Church is seeking to fill a new post of “Administrator” for the church.

Hope Community Church was planted in 2012 within the Newfrontiers / Christ Central family of churches.

Primary activities: Managing rotas, lists and directories including liaising with those on them. Managing the website and social media communication and advertising. Managing literature, welcome packs and newsletters. Preparing advertising. Managing church calendar. Improving the quality and effectiveness of all of the above. Other activities may be added as time allows.

Primary requirements: Applicants would be expected to show they would both enjoy and be suitable in the above areas with skills in communication, organisation and use of electronic media. Specific training will be given. Ideally, they would also bring their own improvements to the role.

Working hours: The appointment is a part-time role with 9 hours per week. The timing of the work hours is by agreement with the supervisor, but would be expected to be consistent week to week. If the right candidate required to only work school term-time, this could also be negotiated. There would be a requirement to be present at worship on a Sunday morning for ease of communication.

Place of work: The church office in Admaston House is the primary place of work.

Pay & Benefits: The hourly rate is £9. Paid holiday (or holiday accrual in the case of term-time working) is determined pro-rata and equivalent to 20 days per year excl Bank Holidays.

Copies of this advert, a fuller job description and more information about the church are included on the website www.hopeadmaston.org.uk

Applicants should apply with a covering letter, including a brief summary of why they consider themselves suitable for the role (up to 250 words), and an up-to-date CV by Thursday 24th August, interviews will be in week commencing 4th September with commencement as soon as possible afterwards.

Applications may be made either:

- in writing to Tony Finch, Hope Community Church, c/o Admaston House, Wellington Road, Admaston, Telford, TF5 0BN
- or by email to tony@hopeadmaston.org.uk

All applications will be acknowledged by phone or email.