

Cluster Administrators (2 roles, North and South)

North covering West Malling and Offham
South covering Kings Hill, Wateringbury, Mereworth and West Peckham
8 to 10 hours per week
£9.70 per hour

Local churches and the Pilsdon Community are looking for two part-time administrators. Each administrator will have their own area of responsibility, between them supporting four local Clergy in their ministerial and leadership responsibilities.

The roles are busy as job holders need to deal with many aspects of church administration to help release time for the clergy to focus on the work to which they are called. Tasks will include the administration of arrangements for Baptisms, Weddings and Funerals, acting as first point of contact for enquiries, helping manage Clergy diaries as well as assisting with the preparation of various reports, service booklets and social media content.

Successful applicants are likely to have experience in a professional administrative role of some sort, have an open communication manner and will need to be IT literate as much of the role is IT based.

If you wish to apply or would like to find out more about the roles, please email secretary@stmichaelsoffham.org.uk for a candidate pack comprising of an application form, candidate monitoring form, role description and person specification.

Applications need to be returned to the above email address by 18th September, Interviews w/c 21st September.

There is no requirement for candidates to be practicing Christians – more details are given in the candidate pack.