



Part-time Church Administrator

St. Helen's is a small but lively Anglican parish church which reflects the vibrant, multicultural nature of this diverse area of West London. We are looking for an administrator to assist in the smooth running of the church office, to better enable St Helen's church to love God and to love the people of North Kensington.

Interested applicants should contact Steve at sthelenschurch@gmail.com for a full job description and an application form.

Closing date for Applications: 18th June (with interviews in the week beginning 21st June).

The successful candidate will be someone who would find satisfaction in facilitating and supporting the Christian ministry of the vicar and congregation of St Helen's Church.

Role: Part-time Administrator

Salary Scale: £15-£17 p/h (based on experience)

Basic: 9 hours per week and additional hours by arrangement

Duties: managing rotas; updating the website, Youtube channel and notice boards; preparing visuals/handouts for Sunday worship; responding to phone calls and emails; liaising with contractors; managing cleaners; managing invoices and petty cash; associated filing & paperwork.

Skills:

Good level of computer competence.

Organisational and administrative skills

Communication skills

Personal:

Commitment to the values and aims of St Helen's Church.

Able to work independently and as part of a team.