



St. John the Evangelist Wembley Parish Church

Vicar: Revd.
Wembley Vicarage, 3 Crawford Avenue Wembley, HA0 2HX

Parish Administrator required – immediate start

- Location:** St Johns Parish Office, Wembley
- Salary:** £12 per hour (equates to £12,480.00 per annum)
- Hours:** 20 hours (9.00am – 1.00pm) Monday – Friday all year round.

In line with our vision 'Sharing Gods love with all' and as well as proving effective administration within the church, we are looking for an experienced and skilled administrator to come and join St John's church on a flexible, part-time basis to support our ministry and vision.

At St John's we aim to be a safe, inclusive and supportive community. We seek to show God's love by welcoming people of all ages and backgrounds, connecting with our community through friendship, kindness and support, especially with practical, spiritual or social needs.

We are looking for the right person to fulfil this new and exciting role developing and managing the administrative systems for the church. The post also includes providing administrative support to the vicar as well as senior members of PCC.

The person appointed will:

- Be highly effective administratively
- Have a warm and welcoming personality
- Be competent in administering and developing office and administrative systems
- Be effective in supporting the vicar and occasionally, other church officers
- Be computer literate and proficient in MS Office (Word, Excel, Outlook, PowerPoint,)
- Able to take initiative, demonstrate sensitivity, integrity and confidentiality
- Have some understanding of the Christian church and a willingness to work within the faith community
- Previous experience in an administrative role will be essential.

If you are interested in the post, please email your CV and covering letter explaining why you suitable for the role to: Venessa George-Poyser: venessa_g@outlook.com

To download a copy of the job description please go to www.stjohnwembley.org

For further information or queries please email Venessa_george@outlook.com

Closing date: 5pm - Friday 6th September 2019

Successful applications for an interview will be verbally contacted.

