

CHURCH ADMINISTRATOR - SAINT SIMON'S SOUTHSEA

Part time position at 15 hours per week
Salary £10.66 per hour
6 weeks holiday per year
Contributory pension scheme

The parish church of St Simon's Southsea is a large active church in the evangelical tradition serving a varied community in Southsea. It runs a wide variety of church based outreach work.

The position is a 15 hour/week post, working in the office from 0930 until 1200 on weekdays with a further 2.5 hours of flexible working for "catch up" time. It involves the administration of church activities, preparation of materials for church services and providing the first contact for people requiring attention of the church.

The person appointed should be capable of working alone, have good computer and IT skills and have the ability to work with people of varied backgrounds. The person should also be supportive of the vision and mission of the Church of England. A fuller description of the post and an application form are to be found on the church website www.stsimons-southsea.org.uk or can be obtained from St Simon's Church, Waverley Road, Southsea, PO5 2PW . For more information about the post please contact the Parish office on 023 9282 9440.

The closing date for applications is 23rd March and interviews will take place on the 2nd April.