



Finding connections with God,
Father Son and Holy Spirit
www.allsaintsilkley.org

Church Administrator (Part-Time)

- ✓ We are looking for a gifted, experienced and skilled administrator to join All Saints Church on a flexible, part-time basis to support our ministry.
- ✓ The role is to supervise and facilitate the day-to-day administrative operations of the church, including running of the Church Office and co-ordinating of internal & external communication.
- ✓ Along with our Vicar and staff team, the post-holder will be a key face and voice of the church to the wider community, better enabling us to serve our parish and enabling our future growth.
- ✓ This position requires a high degree of professionalism and the ability to work in an ever changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential.
- ✓ The post-holder will need proven organizational, financial, communication & interpersonal skills.

There is an Occupational Requirement for the job holder to be a Christian.

The appointment is subject to an Enhanced DBS and proof of eligibility to work in the UK.

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For more information, including details of how to apply, please contact office@ilkleyallsaints.co.uk

Closing date for applications – Monday June 28th 2021