



## Part-time Parish Administrator

St Barnabas is a CofE parish church with a distinctive copper-roofed building at the centre of St Paul's Cray on the Orpington/Sidcup/Chislehurst borders. It is a friendly and growing family church looking to worship God faithfully, whilst serving and welcoming our neighbours from any background.

We are hoping to recruit a friendly, experienced and self-motivated person, with good computer and communication skills, to take over from our administrator who will sadly be leaving after 4 years.

The post combines a range of regular duties, including production of the weekly notices and service booklets, upkeep of church records and payroll, developing the Church's social media presence, liaison with other local organisations, and some bookkeeping responsibilities, with support for the vicar, church wardens and other office-holders as work needs arise. Good inter-personal skills are vital. You will be working for a Parochial Church Council which is part of the Church of England and will be expected to support the values and work of the PCC.

The parish administrator works from a well-equipped office in the main church building, and home working is not normally required, unless exceptional circumstances (e.g. a pandemic!) necessitates working from home. The office has recently been open on Tuesday, Thursday and Friday mornings.

Remuneration and hours are negotiable, but are expected to be based on a working week of about 11 hours, at an hourly rate within the range of £10.85-12.00 per hour depending on qualifications and experience.

Information about St Barnabas Church and its community can be accessed at [www.st-barnabas-cray.org.uk](http://www.st-barnabas-cray.org.uk)

For further information about this post, and an application pack, please contact the vicar, the Reverend Neil Coleman at [n-coleman@hotmail.co.uk](mailto:n-coleman@hotmail.co.uk) or on 01689 831597.

The closing date for applications is noon on **Tuesday 15th December 2020**.



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