**Part-time Parish Administrator and Operations Manager**

**Location:** St Barnabas Church, Winchester, SO22 6DS

**Contract:** 3 years, part-time, 30 hours / week

**Salary:** £11.50/hour (£17,940/year)

**Hours:** Starting no later than 9.30am, but could be earlier, Monday-Friday. Can work from home for some of the time.

**Start date: I**deally Monday 24th June to allow 2 weeks overlap with the current, outgoing administrator, but can be flexible.

St Barnabas Parish is part of the Anglican Diocese of Winchester and covers a large area in the north-western suburbs of the city with a mixed population of wealthy and deprived housing. It has two primary schools as well as a secondary school and has a new development of 2,000 dwellings due to be completed over the next 8 years. The strap line of the church is *Sharing Life, Sharing Jesus*. We have about 120 members with two Sunday services: a traditional 9am & a more modern, family orientated 10.45am.

**Role description**

The role is multi-faceted. It involves covering both the essential administration of a church (eg: weekly notice sheet & PowerPoint) as well as supporting other staff members in getting routine jobs done (eg: creating flyers). The role oversees the management of the facilities of the church, including covering bookings, hosting individuals and groups and ensuring the place is set up for the wide range of activities, meetings, events, mid-week services etc that go on here. The administrator is also key in helping plan and organise the big events which happen every two years - the Church Weekend Away and St Barnabas Day Celebrations. As there is an element of moving chairs and tables etc around each week, any person applying must be comfortable and willing to do that as well.

**Essential skills:**Welcoming, able to work with a range of people as well as being willing to pray with people occasionally;

Highly organised and good with logistics;

Confident with a computer and especially Microsoft Office;

Have a good eye for creating modern designs for producing flyers, leaflets, PowerPoints etc.
Self-motivated and able to work in a busy environment with interruptions.
A sense of humour and patience is also very helpful!

**Closing date:** Monday May 20th 9am **Interviews:** TBC

*DBS Enhanced Disclosure is required*

To arrange a visit, or just to ask a question, please contact the Vicar Rev Ed Dines at vicar@stb.church Tel: 01962 885252

To apply: Please send your CV with a letter of application to: vicar@stb.church