



CHURCH ADMINISTRATOR

15 hours per week

Hourly rate £11.50 dependent on skills and experience

We are looking for a Church Administrator to join our team and help Clevedon Baptist Church to run as effectively as possible by overseeing daily operations.

Are you are a Christian with administrative and IT skills, and ideally already a member of CBC? If so we would like to hear from you. Your character, your openness, flexibility and discretion are more important than your education and employment history.

You will provide support to the leadership team, plan and coordinate events, handle communications with the church and local community and support the building management. Key to this role will be your relationships with the congregation and community.

If you are interested in the opportunity, please see John Wheeler or Antony Wareham for a copy of the role description or email john.wheeler@clevedonbaptistchurch.org

To apply for the role, please submit your CV, detailing your educational qualifications, skills and experience, together with contact details of at least 2 referees, one of which should be a personal reference.

Please state why you think you would be suited to the role and the specific contribution you can make.

Closing date for applications:
20 February 2023

