



Parish Administrator Vacancy

All Saints Church, Highertown and Baldhu are looking to appoint a part time Parish Administrator to run our busy parish office. The community at All Saints is lively and diverse and the parish office is a vital part of our work. You will be helping to facilitate services, managing church complex bookings and be a first point of contact for our many church users.

Role: Parish Administrator

Hours: 12 Hours per week, Monday – Thursday mornings

(with flexibility to work 16 Hours when needed)

Salary: £10.50 per hour

Key Responsibilities:

- Be first point of contact for church enquiries
- Manage hall bookings
- Ensure the efficient running of the parish office
- Produce and distribute weekly newsletter
- Administer Baptisms, Weddings and Funerals
- Maintain church database

Do you have?

- Experience of working in an office
- A desire to help the work of the community at All Saints
- Excellent interpersonal and organisational skills
- Competence in IT, especially using data base software

If you think this role is for you then do get in touch by emailing office@asht.org.uk for a copy of the Job Description and Person Specification or, for an informal chat about the role call Rev Janette Mullett on 07780 076871.

Please apply by sending a full CV and a covering letter, outlining your reasons for applying for this post and what you believe you could offer ASH in line with the Job Description and Person Specification.

Closing Date: 24th June 2022

Interview Date: 29th June 2022