

St



We

Nicholas Church Shepperton

We are Hiring! Part-time Parish administrator

are looking to appoint a **part-time Parish administrator** to work in the Parish Office.

The nature of the role and the context in which it is carried out means the successful candidate will be in sympathy with the ethos of the Church of England and fully

supportive of our mission, vision and values.

The Parish Administrator is a key person in the life of St Nicholas who works closely with the Rector, treasurer, churchwardens and ministry team, and liaises with members of the PCC, volunteers and the wider community.

This part time role requires someone with excellent administrative and good inter-personal skills, with the ability to work on their own initiative. Experience of the Microsoft Office package of software is essential. Experience of cloud based systems and website and social media management is desirable. Previous experience of working with church and/or community groups would be desirable.

Hours: 12 per week, ideally spread over Tuesday, Wednesday and Thursday, but some flexibility may be negotiable

Salary: £12.00 per hour

Closing date for applications: 30th September 2022

For further information and to apply for this post please visit our website

<https://www.stnicholaschurch-shepperton.org/> or click the link below:

[st_nicholas_parish_administrator_-_job_description_september_2022.pdf](#)