

## **Parish Administrator – St. Guthlac’s Church**

We are looking for an organised, capable administrator, with good interpersonal skills, to support the smooth running of the life of St. Guthlac’s Church.

St. Guthlac’s is an Anglican Church, in the small town of Market Deeping, in the Diocese of Lincoln. We are committed to welcoming all, helping people grow in faith and lovingly bringing our faith to life through our words and actions. We are looking for someone sympathetic to the Christian faith and these values.

The purpose of the role is to take bookings for weddings and baptisms, to gather the appropriate information, manage invoices, and fill in the necessary Registers and certificates. Other tasks will vary on a week by week basis, but may involve proof reading, editing and printing service booklets, communicating with families about wedding and baptism preparation sessions, and other appropriate tasks. You will work closely with the Rector, and other church members, in this role. This important role in the Church, gives you the opportunity to make a positive impact on the running of the Church and provide a practical contribution to both the church and the local community.

The position requires someone with a friendly and professional manner, who has excellent IT Skills, gives attention to detail, and is able to multi-task and communicate well. Experience of a similar role is ideal, but not essential. Training in our booking system will be provided.

We are advertising for two hours a week initially, with flexibility that it may increase to four hours a week. This role requires that you can work from home on your own computer and can travel to the Church when necessary. The salary is £9.30 per hour. A contract will be provided. Necessary expenses directly relating to this role, including phone recovery and mileage will be paid.

If you would like a conversation about this, please contact Rev’d Georgina Holding on 01778 342237 To apply please send your CV and a covering letter detailing your skills, any appropriate experience and why you are applying for this role. Please email this to: [application@stguthlacs.org.uk](mailto:application@stguthlacs.org.uk) The closing date is 30<sup>th</sup> October 2020.