



ST NICHOLAS CHURCH, ALLINGTON

Seeks to appoint a

PARISH ADMINISTRATOR

To provide administrative support for both church and church halls related activities. Applicants should be friendly and outgoing, have experience in general office administration, excellent computer skills, some basic knowledge of accounting and credit control.

This will be a part time post carried out in our Parish Office on a Monday, Wednesday and Friday between the hours of 9.30am and 12.30pm (can be flexible) for a total of nine hours per week paid at a rate of £9.50 per hour. The post will be subject to an enhanced D.B.S. check.

This post is for a 2 year contract, with potential to be extended.

Please contact Rev Chris Lavender to obtain a more detailed job description and application form.

Closing date for applications: 31st May, 2021

REV. CHRIS LAVENDER

01622 297307

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