

St Peter’s Church are looking for an experienced administrator to join our Staff Team and support running the life and work of the church. They will be expected to run the church office effectively, have good spoken and written communication skills, be competent with the main Microsoft Office Applications (Word, Excel, Powerpoint etc) and preferably some experience of digital communication – using social media and internet publishing. The right candidate will also need to have good people skills and be confident working mainly alone.

The post is based in the staff office in St Peter’s Church Halls and is line managed by the Vicar. The hours will be largely worked over Monday to Friday mornings, with exact times to be negotiated. The hours also include attending the fortnightly evening staff meeting.

The post is temporary maternity cover for a period of up to 12 months, to be negotiated with the line manager.

To apply, please either visit our website at [www.stpetes.org.uk](http://www.stpetes.org.uk) and download the full job description and application form, or email the church office office@stpetes.org.uk to request copies by email. Completed application forms should be sent to the vicar: johnrainer@btinternet.com

For an informal discussion about the post, contact Rev John Rainer on (01274) 584488.

**Closing date for applications: Sunday April 16 2023**

**Interview date TBC but expected to be in the week commencing 17 April 2023**

**Church Administrator**

St Peter’s Church Shipley

Part-time up to 22.5 hours per week

Pay: £13.90 per hour

Temporary Maternity Cover for up to 12 months