

ST CUTHBERT'S PARISH CHURCH

Post of Parish Administrator (12 hours a week)



St Cuthbert's Church, Rye Park is looking for someone who can support a variety of administrative aspects of our mission and Ministry.

The post holder will be working to support our vision to be a Christian presence making a difference to the lives of those in the St. Cuthbert's Parish.

The post holder will be a key person in ensuring the efficient and smooth running of the church in conjunction with the Vicar, Churchwardens and PCC in line with Parish strategy and priorities.

- This is a paid post with an hourly rate in the region of £12/hour
- The work is for two days each week – preferably Tuesday and Friday
- The administrator will work from St. Cuthbert's Church Parish Office

For detailed person specification and job description, please contact the vicar:

The Reverend Nick Sharp, 8 Ogard Road, Rye Park, EN11 0NU

Telephone 01992 468335 or email vicar@ryepark.com

To apply, please submit your CV, with a covering letter detailing how you meet the role's Person Specification, before Monday 11th January 2021

The appointment will be conditional on appropriate completion of a DBS check.

Reg. Charity no. 1130872

Church & Office:

Whitley Road
Hoddesdon
Herts EN11 0PU
Phone: 01992 466690
Email: churchoffice@ryepark.com

Vicar: Revd. Nick Sharp

8 Ogard Road
Hoddesdon
Herts EN11 0PU
Phone 01992 468335
Email: vicar@ryepark.com

'Sharing the love of God, especially with the people of Rye Park'