

Christ Church Summerfield

Parish Administrator & Vicar's PA (part-time)

We are looking for the right person to fulfil this new and exciting role at Christ Church Summerfield, a growing Anglican church family and parish in the northern part of Edgbaston, about two miles west of the city centre.

Christ Church exists to promote the Christian faith. The post will involve participating in this purpose and therefore we want the post holder to be an active member of a Christian church.

The person appointed will:

- Be highly effective administratively
- Have a warm and welcoming personality
- Be competent in administering a developing office as well as initiating required processes for the effective administration of the parish
- Be effective in supporting the vicar and occasionally, other church officers
- Computer literate, and proficient in MS Office (Word, Excel, Outlook, PowerPoint, Publisher etc)
- Able to take initiative, demonstrate sensitivity and apply common sense

Previous administrative / PA and other relevant experience would be helpful.

As above, it is a requirement of this post that the successful applicant should be a practising Christian and the provision of Section 7(2) of the 2003 Regulations apply. This post will be subject to an enhanced CRB check.

The salary will be approximately £8.00 per hour, for about 12 hours per week initially.

If you would like to enquire about the post prior to applying formally, please ring Rev'd Pete Sainsbury (Vicar) on 0121 454 2689 or send an email to cc.summerfield@yahoo.co.uk. The job description and further details can be obtained from the Vicar. For background information, see www.christchurchsummerfield.org.

Deadline for applications: Wednesday 17th of March 2010

Interview date: Wednesday 24th of March 2010 (early evening)

Once you have obtained and reviewed the job description, please apply to:
Rev'd P Sainsbury, 64 Selwyn Road, Edgbaston, Birmingham B16 0SW.