

## **Vacancy**

### **Church Administrator (part time)for St Michael and all Angels Hoole**

Hours: 6 -10 hours a week- 3 hrs preferably Monday am to work at the Rectory. Rest may be at home.

Rate per Hour: £10 - £12 depending on experience and qualifications

Our Parish covers the 2 villages of Much Hoole and Little Hoole 5 miles south of Preston on A59. There are 2 Primary schools in the parish.

Our House for duty Rector works with a part time youth minister. The parish has seen very exciting growth in the past 4 years especially among children and families

We are looking for a part time Church Administrator who is passionate about enabling us as a church to 'Know Christ and make Him known'.

The successful candidate will work closely with the Rector. It is envisaged that the successful candidate will be a practising Christian with good computer skills especially in Microsoft Word and ideally Publisher too. He/she will be able to engage with a wide group of people and have a friendly telephone manner. Other skills website, graphic design etc would be welcomed. Please send in a cv and covering letter which should include why you have applied and what skills you would bring to the role. Closing date for applications is 18<sup>th</sup> December 2022.

Please look at our website [www.hooleparishchurch.com](http://www.hooleparishchurch.com) and Facebook page for more information about the parish.

You are invited to ring the Rector Rev Ann Templeman on 07877659156 for any other information and an informal conversation

The Parish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.