

# Vacancy

## Church Administration Assistant

**Contracted hours:** 3 hours a week (day of work to be agreed)

**Rate per Hour:** £10.90

**Fixed term contract:** 12-month (includes pro-rata holiday entitlement and training)

**Based:** Scorton Lancashire but with some homeworking may be applicable, as agreed with PCC/Church Warden

Our United Parish, based in the Trough of Bowland is a growing and flourishing diverse ministry, sharing Christ and serving the communities of Scorton, Barnacre and Calder Vale.

We are looking for a Church Administrator Assistant to join our team, who is passionate about enabling church mission, providing support to ensure that church life operates effectively to support the demands of our growing ministries and diocesan 2026 vision – healthy churches, transforming communities.

Self-assured with humility, compassionate listener and self-motivated, you will have the proven experience and ability to provide key support, think creatively, generate ideas, and a willingness to act on own initiative, but able to work as a team.

It is a clear opportunity to play a vital role at a key time for the parish, progressive, faith filled, forward-thinking, that makes a real difference to people's lives.

For further information please click on the job description link or email [unitedparishoffice@gmail.com](mailto:unitedparishoffice@gmail.com) and for an informal conversation please reach out to Jim Fisher on 07787 297983 or Jo Taylor 07860 950753 Please return your completed application and a CV(optional) with your cover letter to Jim Fisher (PCC Chair for the United Parish) at [unitedparish@gmail.com](mailto:unitedparish@gmail.com). The covering letter should include why you have applied and what skills you would bring to the role.

Closing date for applications is 9.00am on Friday 4<sup>th</sup> November 2022.

Diversity - The Parish believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic

The Parish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment