**Are you our new administrator?**

Following the retirement of the previous postholder, St. Stephen’s Preston is recruiting an administrator, who will work alongside the vicar to ensure the smooth running of church operations.

[St. Stephen's Church Website](https://ststephenspreston.org.uk/)

In this role you will undertake a wide range of administrative tasks, including handling correspondence, meeting minutes, maintaining the church diary, taking bookings for the Parish Centre, co-ordinating rotas and distributing the weekly parish email. You will often be the first point of contact for visitors and callers and in many ways be the public face of St, Stephens.

We are looking for a reliable person, highly organised and methodical with an eye for detail. Clear and courteous communication skills are essential. You will need to be able to work mostly unsupervised but know when to consult the vicar for advice and guidance. You will also be need to maintain confidentiality of information.

Specific skills necessary for the role include experience in using Microsoft Outlook (calendar and email) and Microsoft Word as well as being comfortable with using the internet.

You do not need to be a Christian for this role but must be sympathetic with the ethos of the Christian faith and the Church of England.

The post will be for 12 hours per week, based at the St. Stephen’s Parish Centre office and paid at £12.60 per hour, to increase in line with the real Living Wage. This is a permanent position and a pension will be available.

Closing date for applications – **9th October 2025**

Interviews will take place on **15th October 2025**

For an informal conversation about the role please contact our vicar Rev. Clive Beard on [clive.beard@ststephenspreston.org.uk](mailto:clive.beard@ststephenspreston.org.uk). Completed applications should be sent to [hr@ststephenspreston.org.uk](mailto:hr@ststephenspreston.org.uk)