

ST GEORGE'S FATFIELD

Vigo Lane
Harraton
Washington NE38 9AH

www.stgeorgesfatfield.co.uk

office: 0191 415 4200
Email: office@stgeorgesfatfield.co.uk



THE CHURCH
OF ENGLAND

Employment Opportunity

The post of Parish Church Administrator

St. George's Church Fatfield

Location: St. George's Church, Harraton, Washington, NE38 9AH

Post: 20 hours a week (over 3 days) permanent. £8150 per annum

Responsible to: Vicar of St George's Church, Fatfield

Responsible for:

- Efficient running of the church office and administration
- Administrative support to the Vicar and other ministries at St George's
- Planning and procuring resources for church services, ministries and office

Role:

We are looking for an enthusiastic and competent Church Administrator to join and support the ministry of the vicar and a large team of volunteers at St George's. The Administrator will need to be able to co-ordinate, communicate and enable compliance with church regulations.

We would be delighted to hear from you if you feel you have the skills in order to play a role within this vibrant and outward looking church community.

For an application pack:

Email to office@stgeorgesfatfield.co.uk

Telephone: The Church Office, 0191 415 4200

Website: Visit our church website at www.stgeorgesfatfield.co.uk

Application deadline:

If you wish to post a paper application, please send it to St. George's Church Office, Vigo Lane, Harraton, Washington, NE38 9AH to arrive by 5.00pm on Friday 21st December 2018.

We prefer applications by email; please send your completed application to office@stgeorgesfatfield.co.uk by 11.59pm on Friday 21st December 2018.

If you wish to apply by email but are unable to insert your signature, please email the completed form by 11.59pm on Friday 21st December. Please then print out page 6, sign it, and send it by post to arrive no later than Wednesday 2nd January 2019.

Interviews:

Interviews will be held within the first two weeks of January 2019