

PARISH ADMINISTRATOR (12 hours per week)

PARISH ASSISTANT (12 hours per week)

St Anne's Church, Kew

St Anne's is a thriving and friendly church situated in the heart of Kew and welcomes all ages and stages of faith.

This is an exciting time of change and development for us as we welcome our new vicar this month.

We need to ensure that our Parish Administration is ready to fully support the Vicar, Churchwardens and PCC in realising our vision for St Anne's. We are therefore seeking two enthusiastic people with compatible skills and relevant experience to ensure the efficient running of the church, help develop our office systems and IT, and re-shape our working practices for the future.

Parish Administrator: this is a senior role for an experienced office manager with energy and vision.

Parish Assistant: this post is for a person with administrative experience who is keen to develop skills and has bright ideas.

Competitive salaries are offered for both posts.

For full Job Descriptions, person specifications, salaries and how to apply please email John Mortley, Churchwarden at john.onc@hotmail.com. Please specify which post you are interested in. For an informal discussion please contact John on Tel: 07885 989807

Application deadline: 5pm on Tuesday 7th June 2022

Interviews are likely to take place during week beginning 13th June 2022

We are an equal opportunities employer open to applications from people of all faiths and none. However, a respect for and willingness to understand Christian worship and practice is important.