



Saint Stephen's Southmead

Operations Administrator

Part time, 9hr20min a week over 1 or 2 days

£27,000-£30,000 FTE depending on experience (£6,720-£7,467)

Are you keen to make a difference in the local church?

Do you have strong administrative skills and a love of order? Are you keen to use your gifts to help a church fulfil their vision?

This job is for someone with a fix-it attitude, a willingness to work with all types of people and an expectation of what Jesus can do through us. This is a role for someone who likes a laugh and good people to work with. You will be able to help a small church with big ideas fulfil their vision and purpose through fundraising, organisation and planning. If you would like to know more, we invite you to have an informal conversation with Rev Gaby Doherty, please email revgabyssc@gmail.com.

Further details about the role including a role profile, application form and how to apply are available here: <https://www.bristol.anglican.org/vacancies-xdb/>

The deadline for applications is 9am on 13th Jan 25. Interviews will be held on 20th Jan 25 from 2pm.