



Vacancy – Assistant Administrator (part-time)

The Minster Church of St Andrew is an Anglican church located in the heart of Plymouth with the aim to live for, worship and proclaim Jesus Christ in the life of the city and beyond.

The opportunity has arisen to join the team as an Assistant Administrator. This is a part time post of 20 hours per week (Monday – Friday, 9am – 1pm).

We are looking for someone with gifts, skills and experience in administration who can combine accurate and efficient working methods with a warm and welcoming personality. The role will include overseeing our IT logistics, website management, publicity and general office admin as described in the attached sheet.

Proficiency in up-to-date IT skills is essential and an eye for graphic design and typesetting will be essential to your application.

You will need to show that you have a passion for working in the Christian administration environment, therefore it is a genuine occupational requirement to be a practicing, Christian. You will be a member of the staff team, responsible to the Senior Administrator, and employed by the Parochial Church Council.

Application Process:

Interested persons can obtain a full job description by email request to accounts@standrewschurch.org.uk

Applicants are requested to submit a full CV (no more than 2 pages) with an accompanying letter outlining why they want the job and what makes them a suitable candidate. Applications can be submitted to the Churchwardens at the same e-mail address or by post to:

The Minster Church of St. Andrew, Royal Parade, Plymouth, PL1 2AD

The deadline for applications is 29th October and all applications will be acknowledged. Applicants short-listed for interview will be notified by 3rd November.

If you have any queries please direct them to the Churchwardens at accounts@standrewschurch.org.uk