



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:

You can download an application form [here](#) which can be submitted to the Rev Joe Dent at accounts@standrewschurch.org.uk

The deadline for applications is 29th February and all applications will be acknowledged. Applicants short-listed for interview will be notified by 7th March.

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

St Andrew's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All appointments are subject to acceptable pre-appointment checks, including a satisfactory basic DBS Check.

As a church we have adopted the Church of England's Safeguarding Policy Statement which can be found [here](#). Our own Safeguarding Policy can be found [here](#). We follow the church of England's Safer Recruitment Guidance which can be found [here](#). Our Recruitment of Ex-Offenders Policy can be found [here](#).