



St Michael's Church
Blundellsands
Liverpool
L23 8SP

PART-TIME PARISH ADMINISTRATOR REQUIRED (PERMANENT)

An opportunity has arisen for an experienced part-time Parish Administrator to work in our Church Office.

As Parish Administrator, your role is vital in supporting the smooth functioning of the Church and Church Hall, facilitating effective communication and admin support to the Pastoral Team, PCC members and volunteers.

The successful candidate will require an excellent working knowledge of Microsoft Office, specifically *Word*, *Excel* and *PowerPoint* as well as being able to update the church website and associated platforms regularly; Other duties include database management, scheduling the Church and Church Hall diary, preparation of newsletters, leaflets, brochures, certificates, contracts, invoices and collation of all documents relating to Church Hall clients and setting up the livestreaming of services.

What we offer:

- Hours: 15 hours per week @ £12.75p.h. (flexibility on days/times).
- Free on-site parking.

Application Process:

For a more detailed job specification, please visit our website www.stmichaelsblundellsands.co.uk and email your CV and covering letter to office@stmbsands.org . **Applications will close once sufficient applications have been received.** We look forward to hearing from you.