



Christchurch, Ilkley

**Christchurch Ilkley is looking to appoint a
Finance, Personnel and Mission Co-ordinator
(Centre Co-ordinator)**

Christchurch Ilkley is a joint Methodist and United Reformed Church occupying a large building in a prominent position in the centre of Ilkley. We serve the wider community through our very successful outreach café, by letting rooms to local groups and in other activities such as the market mission, the jigsaw festival etc. The Covid 19 pandemic has presented new challenges to the church, and it is hoped that this new role will help Christchurch Ilkley to meet these challenges and enhance our unique opportunities to serve Ilkley and spread the Christian message.

We are looking for someone able to perform a wide range of tasks across various aspects of the church. These include developing the church building as a place of spiritual encounter, property, finance and administration. The successful applicant will need to be able to work under their own initiative and as part of a team. Excellent organisational and communication skills are essential.

This is a permanent position for 15 hours per week and the rate of pay will be £14 per hour, with enrolment in the church's workplace pension scheme.

Normal working pattern will be: 15 hours per week, Initially 3 hours per day, Monday – Friday, in agreement with the Line Manager, but open to revision to meet operational requirements.

The post is subject to obtaining a satisfactory enhanced DBS (Disclosure and Barring Service) disclosure.

The successful applicant will need to be sympathetic to the mission of Christchurch.

For an application pack please contact Mike Fawcett, Church Administrator, via: office@christchurchilkley.org.uk or 01943 603209

Closing Date: 15th September 2022

Date of Interviews: 29th September 2022