

## CHURCH ADMINISTRATIVE OFFICER

### **We are seeking to appoint a part time Church Administrative Officer to support the (volunteer) Church Leaders in the running of Baildon Methodist Church.**

The successful candidate will be skilled in a wide range of office administration functions; able to work with and support a wide range of Church Leaders, whilst also being able to work without close supervision. You must be supportive of the ethos and values of Baildon Methodist Church and be able to act as a positive ambassador for the Church in Baildon.

This is a new post and the person appointed will be required to:

- Be experienced in the use of Microsoft Office programmes
- Be willing to undertake training to use the management system for bookings of our premises, and to update our websites.
- Produce high quality promotional and information materials.

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

### **NEXT STEPS & MAIN TERMS**

Hours of work:	15 hours per week, usually 3 hours, Monday to Friday – core hours to be agreed on appointment. Occasional evening and weekend work may be required (perhaps 2 or 3 times a year). A flexible term-time working pattern may be considered.
Contract:	Permanent (subject to a 3-month probationary period)
Rate of pay:	£12 per hour, with the option to enrol in the church's workplace pension scheme
Location:	Based at Baildon Methodist Church, Newton Way, Baildon, BD17 5NH
Next steps:	For an application pack email <a href="mailto:rogpollard@blueyonder.co.uk">rogpollard@blueyonder.co.uk</a> The pack includes a number to ring should you have any questions about the post.
Closing date:	Wednesday, 31st January 2024 at 12 noon
Interview date:	Thursday, 15th February 2024
Start date:	As soon as possible.

To learn more about our church and the work that we do, please visit:

[www.baildonmethodists.org](http://www.baildonmethodists.org) & [www.wesleysbaildon.org](http://www.wesleysbaildon.org)