

## **Parish Administrator, Christ Church Crookham**

Christ Church is part of the Church of England and is at the heart of the Parish of Crookham in north-east Hampshire. Our current Parish Administrator is stepping down and the Parish is now looking for a replacement to build on the excellent work she has done in supporting the functioning of the Parish.

Based in the Parish Office the role requires:

- A resilient, yet empathetic, sympathetic, personable and welcoming person who essentially acts as the gateway into the church community
- An excellent communicator who displays discretion and ensures confidentiality of work undertaken (a clear-desk policy must be adopted)
- A well organised approach with excellent MS Office skills and able to work on occasion to tight deadlines
- An ability to coordinate a range of administrative activities, to lead the parish administration team and work with an essentially volunteer network of resources and skills

You will lead a small team, work closely with the Vicar, Churchwardens, Treasurer and other Church officers in delivering the ministry of the Church. Due to the nature of some aspects of this role you will need an Enhanced Disclosure by the Disclosure and Barring Service.

The post will initially be for 12 hours per week, which must be organised with the Parish team to permit regular opening of the Parish Office. The remaining hours will be flexible to allow for particular demands, which may include occasional meetings outside office hours.

Please make any further enquiries initially to the Parish Office either on 01252 617130 or via email to [administrator@christchurch-crookham.com](mailto:administrator@christchurch-crookham.com) from whom a detailed job description and further particulars may be obtained.

Applications should be by Letter and CV to the Reverend Steve Franklin, the Vicar, via the Church Office. The closing date for this post is 20<sup>th</sup> September 2020 and the intention is to hold interviews in the week following.