**The Parish of Streatham Vale**

**The Holy Redeemer Church**

**To know Jesus and make Jesus known**

**reach grow serve support**

**Parish Administrator**

**Background**

We are seeking to appoint a person who will provide administrative support to the parish to enable the body of Christ here in Streatham to ‘reach, grow, serve, support.’

We are keen to appoint someone who is an enthusiastic evangelical Christian, who has a heart for Jesus and for people, and is approachable and warm.

**Key Responsibilities**

- Communication and publicity

- Freeing up the vicar to preach and pray by taking on some of his administrative work

- Support the parish treasurer and safeguarding officers

- General administrative duties to support the smooth running of the church

- Manage hires for the buildings, bookkeeping, giving, banking and gift aid, etc.

**Salary / hours**

Flexible working, term time only with some school holiday work (mutually agreed in advance). It is expected that at least 50% of hours will be office based.

Salary in the region of £25,000 p.a. pro rata, depending on experience, £13.74 per hour for 16 - 20 hours per week (to be negotiated).

**Contract:** Three months mutual trial period, with 1 year contract following on.

**Application deadline:**  Friday 15th March 2024

**Interview:** from 20th March 2024

**Start date:** To be negotiated with the successful candidate.

For more details and an application form, or to arrange an informal conversation.

Email: info@holyredeemer.org.uk

Website: [www.holyredeemer.org.uk](http://www.holyredeemer.org.uk)

*It is a genuine occupational requirement that the post be filled by an evangelical Christian as the person will be playing a full role in the gospel vision of the church.*