**The Parish of Streatham Vale**

**The Holy Redeemer Church**

**To proclaim the gospel and make disciples of Christ**

**reach grow serve support**

**Parish Administrator**

**Background**

We are seeking to appoint a person who will provide administrative support to the Parish in order 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**

· General administrative duties to support the smooth running of the Church

· Supporting the Vicar with his administrative work

· Manage the hire of the buildings

· Support the parish treasurer and safeguarding officers

· Communication and |publicity

· Manage hall 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.

£11.05 per hour 16 - 20 hours per week (to be negotiated).

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

**Application deadline:**  Friday 3rd November 2023

**Interview:** from 12th November 2023

**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](mailto: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.*