

Be the Hub of Our Growing Church

(Initially Part-time)

St Stephen's Ponsonby is a Kingdom minded, growing church in the vibrant Ponsonby/ Herne Bay area. We seek to be active in our community and have a heart for justice, social issues and the outlived gospel. We are looking for the right person to be the hub of our community. We know a good administrator is vital to the life of the church. So we seek a great communicator and administrator, with a 'fresh attitude' and an eye for aesthetics to assist the Minister and leadership team to fulfil their roles.

Church Administrator Job Description

This role includes actively supporting the Minister and leadership team of St Stephen's in administrative tasks, and communication. This includes promoting and embodying the church's core values and vision. A major part of the job involves communication and integration between various groups, community projects as well as routine clerical work. There will also be some collaborative design work, website upkeep, policy documentation, implementation and monitoring of health and safety.

Experience

Experience working in a church office, or similar environment preferred but not essential.

Remuneration & Hours

- Pay is negotiable depending on experience and suitability.
- Hours 15-20 hrs/ week (negotiable) with room for expansion.

For a more detailed job description please email Rev. Grant Ridout at ststephensponsonby@gmail.com.