



ADMINISTRATOR

An opportunity for two people with administrative, book-keeping and organisational skills to join a motivated team.

ABOUT YOU

Are you someone who...

- Loves people and will come to serve.
- Is well-organised and efficient.
- Enjoys being part of a team and wants to serve with others.

You will...

- Work in our Church Office as the first port of call for members of our three churches and wider community.
- Communicate with the church and wider community using phone, email and IT.
- Help manage our physical resources: buildings and equipment.
- Encourage and support our church family to reflect God's love and care for one another.
- Help handle some day-to-day financial transactions.
- Help organise community events and outreach activities.

YOUR PERSONALITY AND SKILLS

We are looking to appoint two people to join the team, so we are not expecting just one person to have all the skills required. Your attitude and willingness to learn is more important than your current skills.

You will have...

- An engaging personality, patient, warm and open.
- Organisational skills to plan and co-ordinate church and community activities.
- Some competence in IT, with a willingness to learn church management software.

And be...

- Comfortable working with a team of different people.
- Self-motivated to work without direct supervision, but with support.
- Honest and reliable in all your dealings.

EMPLOYMENT PARTICULARS

Hours: These roles are for 15-20 hours per week, core hours are 9.30-12, Monday to Friday. There is an expectation of flexibility, with some work in evenings – approx. once per fortnight and very occasional weekends for special events. We are looking for two people to work as a team, providing some flexibility with hours, particularly in school holidays.

Salary: £17,550 - £19,305 Full-time Equivalent. We never pay less than the Living Wage, as defined by the Living Wage Foundation, at £8.75 per hour.

Employer: The Parochial Church Council of St Mary's Church Lutterworth

Term of Office: This position is permanent. A probationary period of 3 months will apply prior to confirmation of the post and thereafter three months' notice are required by either party, in the event of an early termination of contract

Pension: Unless you choose to opt out, you will be enrolled in the Church Workers Pension Scheme with effect from the start of your employment.

Christian Faith: There is no occupational requirement for the holder of this post to be a practising Christian, but you must be in strong sympathy with our vision and ethos and willing to act in a manner consistent with being a member of a Christian organisation.

Holiday: The holiday entitlement is 30 days per year, pro rata, including bank holidays. (It is sometimes necessary to work on a bank holiday e.g. Good Friday.)

Safeguarding: Because this role involves being in a position of trust with children and vulnerable adults, this post is subject to an enhanced DBS disclosure.

ABOUT US

WE ARE ALL ABOUT JESUS!

We are a benefice of three churches, with the villages of Cotesbach and Bitteswell sitting either side of Lutterworth, a small market town in South Leicestershire. Over the past few years we have seen significant growth, and we want to meet the challenges and opportunities God has given us.

We are committed to bold and relevant evangelism, faithful and dynamic Bible teaching, with consistent and kind pastoral care. John Wycliffe was rector here in the 14th Century and we intentionally place ourselves in that spiritual heritage – seeking to make the good news of Jesus accessible to everyone.

JOIN THE TEAM

We are a Christian family seeking to serve God in the work he is doing all around us. We have a strong and committed ministry leadership team, consisting of both employees and volunteers. Led by our Lead Minister, Charlie Styles, we have sought together to build a varied team, leading and enabling a broad range of ministry working to everyone's strengths.

PART OF THE DIOCESE OF LEICESTER

The diocesan vision is to be **Shaped by God** and to see growth of the Kingdom of God in:

- the depth of discipleship,
- the number of disciples of Jesus,
- loving service of the world.

Here in Lutterworth, Cotesbach and Bitteswell we want to see God's kingdom come.

WANT TO FIND OUT MORE?

Please contact our Lead Minister, Revd Charlie Styles for more information.

07725 264991 charlie.styles@lutterworthchurch.org

St Mary's Church, Church Gate, Lutterworth, Leicestershire, LE17 4AN