



Parish Administrator

St Laurence's Church, Scalby

St Laurence's Church is looking for a motivated and organised member to join our parish office team.

The role centres on giving operational support to church officers and volunteers working to enable the smooth running of the church.

The role is part-time over a 5 hour working week and is flexible allowing for working from the Church Office and at home by agreement.

We are looking for someone who can offer:

- a good understanding of IT including online working and the ability to work with our church management software
- strong organizational and time management abilities
- excellent communication and interpersonal skills
- a professional, friendly and creative approach to work and working with others
- empathy with the Christian faith and its expression in the Church of England

Pay scale - £12.36 per hour

If you think this role is for you, do apply –
the closing date for this is Friday 19th September.

If more information is needed to help you consider applying,
please contact Sue Truefitt (Churchwarden) on 07967 159436

**St Laurence's is committed to safeguarding and safer recruitment
for all post holders and volunteer workers**