**St Alban’s**

Loving Praying Doing

**We’re Hiring!**

**Part Time Administrator**

**7 - 8 HOURS PER WEEK (flexibly arranged) - £13 hour**

**Base: Church office and home (minimum 1 hour in office on Friday)**

**Are you a skilled organiser and administrator? Are you a good communicator and team player? Can you manage your own time and work flexibly both independently and**

**collaboratively with a ministry team, volunteers and professional organisations?**

· To provide administrative support for the parish and act as a communications hub.

· To represent the church with warmth and professionalism in all public-facing

interactions.

· To manage routine administrative functions, enabling the Priest in Charge and ministry team to focus on pastoral and liturgical responsibilities.

**For a job description and application form please contact: Revd Canon Karina Green,**

**St Alban’s Vicarage, Martin Road, West Leigh, Havant, PO9 5TE**

**canonkarina@talktalk.net**

**Closing date for applications 23rd June 2025 Interviews 9th July**

**Please telephone 023 9307 6871 should you need more information.**