



Church Manager

We are recruiting for our new Church Manager, a key role at the heart of our staff team and PCC, who will manage the overall operation and administration of the church, supporting the achievement of our vision and releasing our clergy and others to concentrate on their specific ministries.

The position encompasses two aspects – being a proactive and strategic operations manager, and carrying out or supervising the delivery of a wide range of tasks. At this stage we are particularly looking for the right person to meet the managerial side of the role.

While this is currently a full time post, applications for part time working are also welcomed.

We recognise the breadth of this role and the tasks it delivers or oversees, and will review with the successful applicant (whether fulltime or part-time) the additional resource required to ensure these are covered. This is likely to include other paid staff, contractors and volunteers.

it is expected that a part time role would need to be for a minimum of approx. 24 hours per week, with some flexibility on when hours are worked. Some school holiday working is required for Christmas and Easter, and through the summer.

If you are interested in finding out more, please email office@stpauls-stalbans.org to arrange an informal chat. We welcome expressions of interest and are happy to discuss options around part time working.

To apply, please submit a CV and covering letter explaining why you are applying and how you meet each of the requirements in the Person Specification of the job description.

Closing date for applications 14 September 2020