

**Church Office Administrator**  
**30 Hours per week (Mon - Fri: 10:00am - 4:00pm)**  
**Salary: £16,000 - £18,000 per annum depending on experience.**  
Closing Date: Friday 28th January 2022. Interview date to be confirmed

We are looking to employ an experienced Office Administrator to work 30 hours per week in the church's Administrative Office. The successful applicant will provide an efficient and effective administrative, secretarial, and clerical service to the Pastoral Team and the local Church. You will also assist in the handling, recording, banking, and reporting of finance, as well as preparing and submitting of Gift Aid applications. Reporting to the Senior Pastor you will provide support to the Pastoral Team and be responsible for the effective and smooth running of the day-to-day activities of the Church Office.

Interested applicants should email an up to date (CV) curriculum vitae to: [aberdeenstreet@cogop.org.uk](mailto:aberdeenstreet@cogop.org.uk) by 4pm on Friday 28th January 2022. Please contact the Church's Admin Office on 0121 551 3919 for a copy of the full person specification and Job Description.