

GODALMING BAPTIST CHURCH. CIO

Wishes to appoint an

ADMINISTRATOR

This post is initially part-time for 12 hours per week to include Friday mornings.

Salary £10.36 per hour

The person appointed will have good IT skills and be sympathetic to our Christian ethos.

When appointed he/she will

1. Undertake administrative tasks for the Pastor and leadership team.
2. Be a focal point for initial and ongoing contact for members of the public and church members.
3. Co-ordinate the lettings of the church building.
4. Manage the Church's social media presence.

If you are interested, a fuller job description and application form can be found on our website: godalmingbaptistchurch.org.uk

Closing date: 30th September 2020.