

Church Operations Manager, St Mary's, Market Drayton, Shropshire

Could you be the right person to provide vital high-level administrative and operational support to our clergy and lay teams, to enable our various ministries to flourish, and help us achieve our vision of transforming our town through the love of Christ?

As a church we began working on our vision and values prior to the pandemic, and this new role will be pivotal to helping us now move forward, by establishing good foundations and the right infrastructure. As part of the leadership team, alongside the Vicar and Churchwardens, this role will involve elements of administration, governance, personnel management, and finance, as you help us ensure that we are compliant with relevant legislation, current working practices and our buildings are well maintained and meet our missional needs.

You will be someone who can combine strategic thinking, with an eye for detail, good organisational, interpersonal and communication skills. You may have specific experience in company administration, HR or finance and will be willing and able to develop a good working knowledge of the others. A good working knowledge of ICT systems (Microsoft Office 365) is also important.

Pay and conditions: £25,000 for 4 days (30 hours), with some flexibility. Remote working is negotiable; however, it is expected that a minimum of 3 working days will be in the church office. St Mary's is part of the NEST pension scheme. The successful applicant will be a practising Christian.

For more information and an application pack please contact: The Church Administrator at: stmarysmarketdrayton@gmail.com or by calling the Church office on: 01630 653505

Closing date for applications: April 22nd 2022

Interviews will be held (in person) on Wednesday 11th May 2022.