



## ST ANDREW'S HOVE

St. Andrew's church, Hove is seeking to appoint a gifted and experienced administrator to join the team at St. Andrew's Church on a flexible, part-time basis to support our ministry (Start date to be negotiated).

We are a welcoming and active Anglican parish church located in the heart of Hove within a vibrant community. The purpose of the role is to supervise and facilitate the day to day administrative operations of the church including general secretarial duties, communications, financial administration and ad-hoc tasks in co-operation with the Vicar and volunteer team. The administrator will often be the first point of contact for people outside the church community. In line with our vision to 'Love God & Love Hove like Jesus and see our world transformed for the better', as well as providing effective administration within the church, the post-holder will be expected to be a warm and welcoming first point of contact to the church when answering phone calls, responding to emails and interacting with people in the office.

This role requires good inter-personal skills, excellent communication abilities (written & oral) and previous administrative experience is preferred. Good knowledge of Microsoft Word and Excel is essential along with excellent general IT skills. A basic familiarity with website maintenance/social media would be advantageous. The successful applicant will be good at multi-tasking, organised and self-motivated.

The role is advertised as 8 hours per week and a split between working remotely and in the Church office (St. Andrew's Church, Church Road, Hove, BN3 2AD) can be negotiated. The salary is £14 per hour (circa £27 FTE). This role has the potential to be flexible and we would welcome candidates who want to explore this.

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. There is a genuine occupational requirement for the post-holder to share the church's vision as the job involves and understanding of and participation in the life and worship of St. Andrew's (details of our faith and our vision can be found on our website –[standrewshove.org/about-us](http://standrewshove.org/about-us))..

Enhanced DBS check required.

For further details, a full job description and application form, please contact [office@standrewshove.org](mailto:office@standrewshove.org).

Thanks for looking!

[www.standrewshove.org](http://www.standrewshove.org)