



Work for Us

Personal
Assistant
to the
Vicar

Part-Time

20 hrs/wk over 5 days

£20,464-£24,773
pro rata

Closing Date

21st Feb 2019

Interviews

4th Mar 2019

Applications

www.ccweb.org.uk/workforus

Do you enjoy the challenge of working in a large and dynamic team environment?

Are you able to handle multiple priorities and frequent interruptions?

We are a large Word and Spirit Anglican church in Clifton, North West Bristol, affiliated to the New Wine Network. This is an exciting opportunity to join our highly committed and gifted staff team as we play our part in changing the world - one person, one city, one nation at a time.

We are looking for someone with excellent interpersonal and organisational skills to release our Vicar from routine administration by providing him with high quality administrative and secretarial support.

You will be a skilled communicator with experience in prioritising your own and others workloads and managing multiple diaries. You will be both equally suited to working on your own and as part of a team.

You will be based in our church office and part of a supportive staff team. In return, we offer a salary in the range £20,464-£24,773 with a generous pension. The role is based over 5 x 4 hour days so would be suitable for someone with school-aged children.

If you would like to know more, we invite you to have an informal conversation with one of us. Please email office@ccweb.org.uk or call the church office on 0117 973 6524 to make an appointment.

Further details about the role including a role profile, application form and how to apply are available on our website at www.ccweb.org.uk/workforus.

The deadline for applications is midnight on Thursday 21st February 2019 and interviews will be held on Monday 4th March 2019.

Christ Church Clifton is a Christian Church and applicants are asked to be sympathetic to our Christian ethos and vision and values.

Christ Church Clifton is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share this commitment.