



Join Our Team

We are a large Word and Spirit Anglican church in Clifton, North West Bristol, affiliated to the New Wine Network. We have identified the need for a new role within our close-knit Staff Team who will become a key member of both the Staff Team and the church.

We are seeking a full-time **Church Executive Assistant** who can provide excellent support to the church, the staff team (particularly the Senior Leadership Team), and organise the daily operations of our church. The ideal candidate will have previously worked as either a PA or an EA, with experience in the charity sector as well as managing change. This role will be filled by a proactive, organised, and detail-orientated individual who has a gifting for administration and a passion to support our church.

You will quickly become a pivotal member of the Staff Team. You will play a key role in supporting the church's mission and vision by ensuring that the leadership team can focus on their strategic responsibilities. You will be instrumental in organising the daily operations of the church and will have the opportunity to implement new processes and ensure the church is operating to its full potential. You will be confident in executing tasks and making changes where you see the need.

You will report to the Operations Manager and be based in the Church Office. Due to the nature and demands of this role you will need to work from the office at least four days per week. You will work closely with the dedicated Staff Team and volunteers at Christ Church Clifton, and liaise with the Buildings Manager (currently vacant) to ensure the Grade II* listed building is well maintained and used well by both the church and the wider community.

If you would like to know more, please visit www.ccweb.org.uk/workforus for a role profile, application form and instructions on how to apply. Or email or call Mark Parsons, our Operations Manager, at mark.parsons@ccweb.org.uk / 0117 973 6524 to arrange an informal conversation or visit.

The deadline for applications is midnight on Sunday 5th January 2025 and interviews will be held during the week beginning 13th January.

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

Christ
CHURCH
clifton

INVITING EVERYONE
TO FOLLOW JESUS

Church Executive Assistant

Full-Time
£26,500-£31,600

Closing Date
Sun 5th January,
midnight

Interviews
Week beginning
13th January

Applications
[www.ccweb.org.uk
/workforus](http://www.ccweb.org.uk/workforus)