



Join Our Team

Do you have great admin skills and a pastoral heart?

Are you looking for flexible work?

Would you like to support our clergy?

We are a large Word and Spirit Anglican church in Clifton, North West Bristol, affiliated to the New Wine Network.

We are seeking a **Life Events Administrator** to join our team who can provide excellent support to the clergy and church office staff in the administration of baptisms, dedications, weddings and funerals.

By nature, these events are occasional and while some (like weddings) are planned months or even years in advance, others like funerals, can come in at very short notice.

As our Life Events Administrator you will be the first port of call for enquiries from church members, couples or funeral directors and will work with the clergy to plan and administer all aspects of the particular event, from the initial enquiry, allocating resources, putting together the order of service right through to completing the certificates and registers after the event.

Due to the flexible nature of the workload, there are no guaranteed hours of work in any given week. The actual hours to be worked each week will be determined by the needs of the life events diary and enquires in any particular week.

The role would particularly suit someone looking for flexible work, which could be based in the Church Office in Clifton, or working from home, or a hybrid arrangement. It could fit around other work or childcare arrangements.

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 about how the role might work for you.

The deadline for applications is midnight on Friday 25th April 2025.

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.

INVITING EVERYONE
TO FOLLOW JESUS

Life

Events

Administrator

Part-Time

Flexible Work
Zero-Hours
Contract
£13.68 per hour

Closing Date

Fri 25th April,
midnight

Applications

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