



Church Administrator

St Luke's, an evangelical Anglican church, is praying for a proficient, self-motivated and flexible Administrator to supplement its staff team.

You will be responsible for supporting and enabling the ministry of St. Luke's, by providing an efficient administrative centre, which supports the Vicar, staff team and administrative volunteers. You will have a strong and vibrant Christian faith.

You will to be proficient at typing and in the use of Microsoft Office, and will have some knowledge of social media. You will have a pastoral heart and be able to give empathy to those calling into the Church Office, and be able to offer support to others in the staff team. You will be positive, confident, and have a good telephone manner. You will be a good organiser, self-motivated and able to delegate to other staff, interns, students and volunteers.

We are excited that you are considering becoming an Administrator at St Luke's Watford. This is a vitally important role that is a ministry in itself and is crucial in enabling others to fulfil their ministry.

This post will be for 25 hours per week with a salary of £14,235 and 25 days annual holiday pro rata, plus statutory Bank Holidays.

Informal visits and discussions about the post are warmly welcomed. Please contact Rev Michael Norman on 01923 242208 or vicar@stlukeswatford.org. The application form, job description and additional information about St Luke's are available on the website <http://stlukeswatford.org/>

Enhanced full DBS will be required before appointment can be confirmed.

Applications to office@stlukeswatford.org close at 12 noon on Monday 20th July, with interviews on Friday 24th July during the day.

Please note this is a re-advertisement of the post as the Covid-19 pandemic interfered with the application procedure in March.