



Christ being at the centre of each of our lives
We will together through prayer
Shine as a light to our parish and beyond



ASCENSION CHURCH BATH
needs a new
CHURCH ADMINISTRATOR

12.5 hours pw, mostly term time
£10.50 per hour, with 3 weeks annual paid holiday

Ascension is in an area of South-West of Bath within a busy community. It is part of a Team ministry with the neighbouring parish of Twerton, St Michael & All Angels. There is also a proposal currently being considered to expand the Team to include St. Barnabas Southdown. So this feel very much a new opportunity!

We need someone committed to working with the mission of this Church (in conjunction with the Team), providing a wide range of administrative support to enable the smooth running of all that happens here at Ascension in particular. A sympathetic understanding of the Christian faith is essential.

You would usually be based in the Church Office within the main church building where people come and go a lot, although frequently be working on your own.

The hours would be across 3 sessions in the week in state school term time, but we can be flexible as to which days work for you and us, and we would be open to the possibility of homeworking for perhaps 1 session. There would be an occasional session in the school holidays by agreement.

With the Team potentially being expanded to 3 churches, going forward there may be developments in the ways administration is done across the team, involving more collaborative working.

Deadline for application: Friday 10th June
Date of interviews: to suit applicants
Start Date: from 27th June 2022 or as proves possible

If you would like an Application form, Job Description and Person Specification, please email the Vicar: robert@ascensionbath.org.uk
we are very happy to discuss the details!

Ascension Church is committed to the care and safeguarding of all in our community and an enhanced DBS clearance is required to before taking up this post.

We follow Safer Recruitment procedures and the successful candidate will complete the Church of England safeguarding training modules as a condition of employment.