



# JOB VACANCY

**Church Centre Co-ordinator, Stratford upon Avon Methodist Church  
– 16 hours per week**

Are you looking for a role where you meet friendly people and can use your IT skills?

We have an excellent opportunity now available for someone seeking a part-time administrative role in warm, welcoming, and supportive environment to join as an employee to assist the volunteers who look after the Stratford upon Avon and Henley in Arden Methodist Churches.

Reporting to the Church Treasurer, and needing to often work unsupervised and show initiative, this IT literate and technology confident person will co-ordinate the Stratford Church centre and Henley Church lettings, respond to emails and calls effectively, maintain the Church centre technology including our website, and work with the Church Resources team in co-ordinating the general upkeep of the Churches.

The salary will be £10,400 per annum (£12.50 per hour, for 16 hours per week). The salary will be paid monthly and the role will attract a pension entitlement and paid holidays.

Place of work: this is a flexible working role albeit with an expectation of weekly regular routine presence at the Stratford Church Centre site. Occasional evening availability may be requested.

Satisfactory DBS clearance will be needed.

**APPLICATION DEADLINE: 20<sup>th</sup> SEPTEMBER 2024**

**For full requirements, details and application form, please email Phil Ledgard at:**

[smccapplications@gmail.com](mailto:smccapplications@gmail.com)

Presbyter: Revd Sally Jones  
Minister: Deacon Jane Mills  
Registered Charity no. 1152323