

Administrator

Hours - 16 hours a week

(This would need to be spread over at least 3 days and include Monday and Friday mornings. You also might be required to occasionally work on evenings and weekends.)

Job Type - Permanent

Salary - £14,000 - £17,000 FTE of 40 hours

Annual Leave - 25 days paid holiday plus statutory holidays (pro rata)

Reporting to - Administration Manager

Closing Date for Applications - Friday 26th April 2019 at 12pm

Bilton Evangelical Church is looking to recruit a new Administrator to join an expanding operations team to support an ever growing, community focused, missional church.

BEC is a multi-generational and multi-cultural worshipping community that is focussed on **Loving God, Loving People and Transforming Communities**. All of our services, ministries and wider activities are underpinned by our 5 core values: **Jesus at the Centre, Church as Family, Everyone Maturing, Everyone Serving and Everyone Reaching Out**.

If your application is successful, you will join a loving and caring staff team that will support you and invest in you both personally and professionally.

The main heart of this role is to be the first point of contact for people communicating with the church and to ensure the smooth day-to-day running of the BEC office. Therefore, the successful candidate must be an excellent communicator, both written and verbal, have a good understanding of computers, particularly Microsoft Office packages, and show initiative.

In this role you will be the first port of call for members of the congregation and the public who may contact or visit the office to discuss pastoral and faith related issues. You will also be involved in conversations and meetings that help shape the values, mission and vision of the church. Therefore, it is expected that the successful applicant will join the church and be willing to become a member at BEC.

If you'd like more information on this role you can get a full job description, person specification and application form from our website: <http://www.becchurch.org.uk/job-opportunities-1.html> or you can request them from the BEC office. If you're interested in applying for this position, please submit application forms to office@becchurch.org.uk by **12pm on Friday 26th April 2019**.

Bilton Evangelical Church



Church Office: 14 Main Street, Bilton, Rugby, CV22 7NB



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www.becchurch.org.uk