

Administrator – Beckenham site

Part-time – 2 days (14 hours) a week

Overview of the role

We have an exciting opportunity for the right person to join the staff team at King's Church London.

The position is for a Site Administrator for the Beckenham site.

The main focus of the role being the effective preparation for, and successful running of, Sunday site meetings.

A great opportunity to be involved in the running of the newly established Beckenham site.

The role is two days (14 hours a week) part-time, salaried position which includes working on Sunday's.

What does the role involve?

The responsibilities of this role include (but are not limited to):

- Preparation for Sunday services
- Overseeing the practical running of Sunday morning services
- Management of the Beckenham site facility when hired to King's
- General day-to-day, and on-going, administration
- Other ad hoc tasks as and when required

What are we looking for?

The ideal candidate will preferably have a desire to work in a church environment long-term.

In addition, our ideal would be that the individual possesses the following:

- Strong administrative and organisational skills
- A good working knowledge of the Microsoft Office suite of programs
- Good people skills
- Good communication skills
- A helpful, servant-hearted attitude towards everyone they come into contact with
- The ability to work as part of a team and
- Teachability and a willingness to learn

On a more general level, we would love to see evidence that the person has a sense of call to serve the church and can demonstrate commitment and passion for building King's Church London, as this is core to our values and vision as a Church. We ask that everyone who joins us is able to sign up to our ethos statement and statement of beliefs. If you would like a copy of these, please contact Nigel Mumford in the King's Church offices.

Working for King's Church London

Working for King's Church London is fast-paced, busy and fun. Our staff are vital to our effectiveness as a church and we believe in creating a strong team culture that is supportive and inclusive. We work hard and expect the same of our staff and in return we offer an engaging and challenging environment where staff can grow and develop.

King's Church is committed to building both a diverse church and staff team.

How to apply

If you would like to discuss the role in more detail, please call Nigel Mumford in the King's Church offices on 020 3889 6819 or email nigel.mumford@kingschurchlondon.org.

Similarly, if you would like to apply, please email your CV and a covering letter to Nigel at the email address above.

The closing date for applications is Thursday 31st January 2019.

Interviews will take place on Thursday 7th February 2019.

