



## **UNITED CHURCH DORCHESTER**

**49 – 51 Charles Street Dorchester Dorset DT1 1EE**

A joint Methodist and United Reformed church

The front entrance of the church is located on South Street

### Advertisement for Church Administrator

The United Church Dorchester is seeking an enthusiastic and organised person for the role of Church Administrator, to undertake the day-to-day administrative and clerical tasks to assist the Council of Stewards in the smooth and efficient running of the church and to manage the lettings of Church premises.

The applicant will need to be able to work on their own initiative as well as communicating with a wide variety of church members and users and capable of establishing and maintaining admin systems, and have the relevant IT skills.

The post is for 13 hours per week, including some evenings. The salary is £11.43 per hour.

For more information please e mail [secretary@unitedchurchdorchester.org.uk](mailto:secretary@unitedchurchdorchester.org.uk)

Closing date for completed applications July 15<sup>th</sup> 2022.