



**Trinity Church** Golders Green

(Methodist / United Reformed)

Charity N<sup>o</sup> 1155990

The **Methodist** Church

## **Church Administrator**

Salary in the range of £5,600 - £6,714 per annum for 10-hour working week  
(equivalent to £19,600 - £23,500 per annum for 35 hour working week)

depending on qualifications and experience

Part time (2-3 afternoons)

with flexibility to work occasional evenings / Saturdays

Based mainly at Trinity Church (Methodist / United Reformed)

90 Hodford Road, Golders Green, London NW11 8EG

Trinity Church Golders Green is currently seeking an experienced administrator to undertake the day to day management of the church facilities including supervising service providers; liaising with hall users and church members; basic book keeping and managing church correspondence.

The right candidate will have:

- Excellent verbal, IT, and written communication skills
- Good book keeping skills
- The ability to manage/supervise service providers and property matters
- The ability to relate well to members of the public
- An organized, efficient and collaborative style of working

The person appointed will need to be in sympathy with the aims of the Methodist and United Reformed Churches

Closing date for completed applications: 5 pm on Friday 6 October 2017

Interviews to be held in the week commencing Monday 16 October 2017

The successful applicant to start no later than 1 December 2017

Applicants must be eligible to work in the UK

For an application pack please visit our recruitment page:

<https://trinitygoldersgreen.org.uk/job>