

**Job Vacancy: Clerk/Church Office Manager**

Looking for a new and exciting challenge, working with people across a church and its day centre as it explores expanding its ministry in the community?

**Job Purpose**: To undertake financial, parish and other administrative work, as well as managing volunteers to enable an efficient and effective administrative service to St Martin’s Church Cambridge.

**Job Profile**: This role is to provide St Martin’s Vicar, and PCC with the administrative support needed to deliver, develop and enhance the church’s ministry and mission.

The Church Office Manager’s role will require them to work closely with St. Martin’s Vicar, the Curate, Church Wardens, the Day Centre Manager, the Treasurer and PCC members.

**Location**: The role will be based at St Martin’s but with the possibility of some work at home.

**Employer**: St Martin’s PCC

* Reports to Rev Johannes Roth, Vicar & PCC Chair
* Part time (initially 15-20 hours per week) subject to review after a 6 month probationary period
* Salary £18,000-24000 p.a. (pro rata, based on experience)
* 35 days paid holiday per year, pro-rata (including public holidays.)

How: Email CV and short note indicating the reason for interest in the job to [wardens@stm.org.uk](mailto:wardens@stm.org.uk)   
An application form will be sent to you.

Closing date: 30th October 2020

Church office Manager

St Martin’s and St Thomas’s Cambridge