

## Office Manager (part-time)



### Location:

St Martin's Church, Suez Road, Cambridge, CB1 3QD

### Job profile:

The Office Manager works closely with the clergy team, churchwardens, and PCC to provide the administrative support needed to deliver and enhance the church's ministry and mission. This post is subject to an Occupational Requirement under Part 1, Schedule 9 of the Equality Act 2010. The post holder should be a committed Christian with a reference from their minister/pastor.

### Contract:

20 hours/week (9:00am-1:00pm, Mon to Fri) with potential for flexibility

### Salary:

£12,854 p.a. (based on initial contract), plus pension scheme, paid holiday and sick pay.

### Applications:

Contact David Lanham by email ([wardens@stm.org.uk](mailto:wardens@stm.org.uk)) for a job specification and application form. Application forms can also be downloaded from the church website (<https://stm.org.uk/>). Completed applications should be sent by post marked FAO David Lanham, St Martin's Church, Suez Road, Cambridge CB1 3QD, or by email to [wardens@stm.org.uk](mailto:wardens@stm.org.uk). Closing date for applications is **23<sup>th</sup> June 2023**.