



120 Hopleythick Lane, Westcliff-on-Sea, Essex, SS0 0RJ
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www.earlshall.com Charity Number: 1196272

Premises and Administration Coordinator

We are seeking to appoint for a new position of Premises and Administration Coordinator. This role is to help us as a church engage more with the community, increase the active use of the premises as part of our ministry, and to enable the smooth administration of the church.

The role will be 16 hours per week across 5 days, with some occasional hours on Sundays. Assumed hours are 9-12, Monday – Friday, but with some flexibility, to be arranged.

Permanent Contract subject to 6 month trial period.
Pro-rata Salary: 16 hours per week £10467.15 pa (FTE of £23551.09)

In light of its importance to the life of the church there is a genuine occupational requirement that the holder of this post is a committed Christian. Equality Act (2010) Part 1 applies.

It would be ideal if the person were a church member, or willing to come into membership

For more information, a copy of the Job Description and application form, please contact Andy Smith andy.smith@earlshall.com

Closing Date 25th August 2023

Interviews expected to be first week of September