

WE'RE HIRING

Church Operations Administrator



Help shape the day-to-day life of a growing, welcoming church community



Trentham Parish Church is looking for a committed, friendly and organised people-person to become our next **Church Operations Administrator**. This is a varied and rewarding role at the heart of church life, supporting the smooth running of our office, helping coordinate key operational activities, and playing an important part in the continued growth of our congregation.

If you enjoy bringing order, energy and warmth to a busy environment, this could be a brilliant opportunity. You will be one of the front-facing members of our church staff, welcoming and engaging with the public while providing excellent administrative support behind the scenes.



We are looking for someone who can bring:

- Excellent administrative, organisational and IT skills
- Confidence using social media and digital communication tools
- A proactive, flexible and practical approach to work
- Strong communication skills and a warm, welcoming manner
- The ability to manage a varied workload and work well with others



The role: Part-time, 25-30 hours per week, with salary up to £34k pro rata. Some flexibility around working patterns can be discussed, although a daily Monday to Friday office presence is desirable.



Ready to apply? For a full job description and application form, please email jon.mueller127@gmail.com. Closing date for applications: **31 October 2026**.

† **TRENTHAM PARISH CHURCH**

trenthamparishchurch.co.uk