



A growing church at the heart of the community

ADMINISTRATION/OPERATIONS ASSISTANT REQUIRED

St John's is an evangelical church in Blackheath, South East London (approximately six miles from central London). With almost 300 people on our electoral roll, we exist to grow disciples of Jesus Christ committed to worshipping God in all aspects of life. This is done through sharing the good news of Jesus Christ and showing concern and love to one another and in our communities. More information is available on our website www.stjohnsblackheath.org.uk.

The Administration/Operations Assistant will handle day-to-day organisational matters, enabling the church to operate efficiently. Reporting to the Vicar and joining a total staff team of seven, the role is to support and engage in the front-line ministry of the church. The role would suit someone with experience of administration at a strategic or operational level, who can assume responsibility for running the operational aspects of a thriving church in line with our vision.

A job description and person specification is available by contacting the church office on office@stjohnsblackheath.org.uk.

If you would like more information or to have an informal conversation about the role, please contact the Vicar Eddie Scrase-Field via email on eddie@stjohnsblackheath.org.uk.

Closing date for applications is Friday 24 July 2020.

Having regard to the nature and context of the work, there is an occupational requirement to be a practicing Christian.

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www.stjohnsblackheath.org.uk

The Parochial Church Council of the Ecclesiastical Parish of St John the Evangelist Blackheath
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