



### **Church Administrator Needed**

The Cotteridge Church seeks to appoint a friendly, pro-active, professional and organised Church Administrator to:

- Provide administrative support to all aspects of church life
- Provide a friendly presence that responds to enquiries from the public
- Support and increase the letting of the building
- Manage the building so it is safe and pleasant for all who use it

The role is for 25 hours a week, pay £15,119 (approx. £11.63 per hour).

Applications close 8 September 2021. Interviews on 14th or 15th September 2021.

For informal discussion please contact Steve and Dorothy Audley on 0121 475 5453.

Full details and application forms can be found at: [www.thecotteridgechurch.org.uk](http://www.thecotteridgechurch.org.uk)

Completed applications should be sent to: [mike.claridge@thecotteridgechurch.org.uk](mailto:mike.claridge@thecotteridgechurch.org.uk)