

PART TIME ADMINISTRATOR
COMMUNITY & WORSHIP SUPPORT
RIVERCOURT METHODIST CHURCH, KING STREET, HAMMERSMITH.

Part-time administrator - 12 hours per week, to include Thursday morning;
9.30am – 1.30pm.

Principal duties will include:

- Supporting volunteers with 'Open Church' hospitality.
- Developing Community Activities for 'Open Church'
- Research opportunities for funding; community outreach; events
- Manage Church communications media – printed and digital
- Research opportunities to work in partnership with other organisations/local authority to provide activities for local community.
- Promote Rivercourt Methodist Church within the local community, using social media and other forms of publicity.
- Manage GDPR requirements and maintain records in line with Methodist Church Policy
- Develop and manage social media platforms.
- Producing printed materials for worship as prepared by Minister and other preachers.
- General administrative duties as required.
- Liaising with PT Administrator – Property, Lettings & Finance as required.

Starting Pay will be £14.00 per hr.; possibly more, dependent upon skills & experience.

The duties of the role are such that flexibility around days and hours will be required. Applicants will be expected to have empathy with the aims and values of the Christian Faith and be willing to work within the policies of the Methodist Church.

Download all details from website: www.rivercourt.org.uk or Email for an application pack to rivercourt.ministry@outlook.com

Closing date for applications: 30th September 2024