



Administrative and Communications Assistant

St Andrew's, Kimbolton Road, Bedford



**15 hours per week.
Salary £9,360 per annum.**

St Andrew's wishes to appoint an Administrative and Communications Assistant to support the mission and ministry of our thriving Church.

The successful applicant will assist our Operations Manager in regular administrative tasks supporting the life of the Church, including maintaining the calendar, printing, and creating newsletters. They will also maintain our website and design publicity material, both print and social media. The distribution of working hours (within our office hours) will be discussed with the successful applicant.

A job description, person specification and application form are available from the Church Centre Office: Centremanager@standrewsbedford.org

St Andrew's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment. A basic DBS disclosure will be required. The post holder must be sympathetic to the vision and values of the Church.

Closing date: 22nd January 2024
Interviews: week of 29th January