



## Church Administrator

**We are seeking a reliable, organised and friendly individual to serve as Church Administrator for the parishes of Cotham Parish Church and St Paul's, Clifton.**

**Hours: 16 per week**

**Salary: £27,300 FTE (£11,648 pro rata - £14.00 per hour)**

**Location: Based in the church office, Cotham Parish Church, Cotham**

This is a part-time position working 4 – 5 weekdays (preferably mornings) with some flexibility.  
Workplace pension  
28 days holiday pro rata

This is an ideal role for someone who is self-motivated and enjoys supporting the mission and day-to-day life of local churches.

This varied role involves running the Cotham church office, managing the bookings of Cotham Church Halls, dealing with a range of enquiries, creating eye-catching publicity and providing support to the vicar and church leadership team.

You can view the job description and person specification [HERE](#)

The application form can be downloaded [HERE](#)

To apply or request further information, please contact:

Jeni Leggat-Green, PCC Secretary; email [cothamandstpaul@gmail.com](mailto:cothamandstpaul@gmail.com)

**Closing date for applications:** 25th November 2025

**Interviews** will be held the week commencing 8th December 2025

**Starting Date:** week beginning 5<sup>th</sup> January 2026

All appointments are subject to acceptable pre-appointment checks, including a satisfactory Basic DBS check and receipt of 2 written references.