



St Mary & St George Church

High Wycombe

We're Hiring...

Church Manager

16 hours per week (flexible)

£23,000 - £25,000 pro-rata (dependent on experience)

We are really excited to be able to recruit a new member to our team! We're looking for a highly organised individual to come and work as our new Church Manager – enabling and facilitating many of the exciting things that God is doing in our church and the wider community.

The Church Manager will work alongside Ministry Leaders, Church Wardens and others provide administrative and operational support in the areas of finances, communications, buildings and events. They will be based in our newly refurbished church office, however we are very happy to discuss flexible working and home-working options as well.

Initially, the new role-holder will work alongside the outgoing Church Manager during an extended 'hand-over period', which will allow them to learn the ropes and become confident in the role over time.

**The full Role Profile, Personal Specification and Application Form
can be obtained by contacting the Church Office.**

Email: hello@smgchurch.co.uk

Tel. 07902928529

Application deadline: Sunday 23rd January 2022

Interviews: Early February

The employer will be the Parochial Church Council of
St Mary & St George Church.
Rutland Avenue, High Wycombe, HP12 3XA

