



## PART TIME ADMINISTRATOR

Would you like to share in the work of an exciting and growing organisation? Be a part of a team of committed, dedicated and gifted people? Play a key role in coordinating many activities in a busy workplace? We may have the ideal position for you.

Aberfeldy Parish Church has a vacancy for a Church Administrator to support its Minister and its many volunteers. Together, they are driving the growth of the Church and cementing its place in the community as an organisation which is both vibrant and caring. In addition to being a place of worship, the Church building is extensively used for youth work, supporting those experiencing financial hardship and those who suffer from food or fuel poverty.

The Church Administrator will play a pivotal role in co-ordinating inputs to the many work streams. The successful applicant will demonstrate strong inter-personal skills, a high degree of computer literacy and strong organisational skills and is sympathetic to the Christian faith. The appointment is for 8hrs/week (with scope to increase) and will require flexible working, both from home and at the church building in Aberfeldy.

There are generous working benefits and a supportive leadership team.

If you are interested in applying for this post please send the following information to Mr. Angus Macdonald, Session Clerk (e: [angusmacdonald910@btinternet.com](mailto:angusmacdonald910@btinternet.com)) **by February 16<sup>th</sup> 2024:**

- **A personal statement**, outlining how your skills, experiences and personal qualities match the requirements of the role outlined above. Please provide reference contact details for your last 2 periods of employment (these would normally be for your direct line managers/supervisors). If you have had more than 2 employers in the last 3 years, please provide referee contact details for your supervisors during that period. References will not be contacted until later in the recruitment process.
- **A full CV**, including educational and professional qualifications alongside a full employment history showing positions held, responsibilities and relevant achievements.

**A personal information form** which will be sent to you on receipt of your personal statement and CV.

*Aberfeldy Parish Church of Scotland is a registered charity - no SC07809*