



# Frimley Baptist Church

*Seeking to KNOW, LOVE, SERVE God and our neighbours*

## **VACANCY : CHURCH OFFICE ADMINISTRATOR**

We are looking for a gifted, experienced and skilled administrator to come and join us on a part-time basis to support our ministry. The purpose of the role is to act as the first representative of the Church to visitors, telephone callers and email/website contacts, providing day-to-day reception and administrative support to the operations of the Church.

The successful candidate will be a practicing Christian willing to commit to, and be responsible for, representing Frimley Baptist Church's values and Mission to others at all times.

Hours of work: 20 hours per week, Monday-Friday 9am-1pm  
(Flexible hours may be possible by negotiation)

Salary: From £11,200 to £12,255, depending on experience

The closing date for applications is 5pm on Friday 15 October 2021.

If you would like further information, please email the church at [applications@fbc.org.uk](mailto:applications@fbc.org.uk) in the first instance and an application pack will be forwarded to you.

Balmoral Drive, Frimley, Camberley, Surrey GU16 9AR