

Office/Ministry Support assistant - Cairns Road Baptist Church, Westbury Park, Bristol

Part time - 20 hours/week. (work pattern to be agreed and consideration will be given to term time only working).

Do you have excellent Communication and IT skills and a passion for Jesus?

This might be the role for you.

We are looking for an individual who shares the vision of the church to be a community of believers who are rooted in the Lord Jesus Christ and who are seeking to be a people of conviction, courage and passion who proclaim and serve Him in all of life.

Key to this role is the post-holder believes in this vision and will support the leadership of Cairns Road Baptist Church in achieving it.

The post holder should be (or willing to become) a covenanted member of Cairns Road Baptist Church.

The post requires a strong communicator, effective in face-to-face situations, on the phone and using email and other medias.

They should be familiar with social media and be able to extend our church's presence, by ensuring that the church's website reflects the vibrancy and breadth of the ministry of the church, to further the gospel, and to make Jesus' message more accessible to people.

The post holder should be computer literate and ideally would be familiar with packages such as Church Suite and Trello, which we currently use for managing rotas holding church members information and to store active documents including minutes and agenda of church and elders/trustees' meetings).

The post holder would also manage the day-to-day finances of the church (bookkeeping, payroll, Gift Aid, and other payments)

The post holder will have a significant role in being the communication hub of the church, acting as the first point of contact for outside agencies wanting to contact the church, including the Baptist Union and the Charity Commission, and passing information on to people in different ministries of the church, keeping the members and congregation up to date with church activities and helping to organise church events.

To get a full Job Description and for more details, inquiries should be made to Emma Caldwell email: peopleofficer@cairnsroad.org, or Minister Maki Mico email: maki@cairnsroad.org. Or ring the church on 0117 942 5669

To apply for this role please submit a CV with a cover letter explaining why you want to apply for this role to peopleoffice@cairnsroad.org.

Closing date for this role is 12 midnight 26th January 2022.

Interviews will be held week commencing 31st January 2022.