



## BUNYAN BAPTIST CHURCH

Basils Road  
Stevenage  
SG1 3PY



Tel. 01438 369263  
admin@bunyan.org.uk

# Partnership Administrator Role – 16hpw

Bunyan Baptist Church and Churches Together in Stevenage (CTiS), are joining together to employ an administrator to provide administrative support for both organisations.

### **Bunyan Baptist Church Administrator** – 12 hours per week

The successful candidate will join the existing staff, ministry and volunteer team to:

- Create and manage systems that enable people to access the church's provision through administering and creating publicity and correspondence
- Manage the administrative tasks associated with church diary and programmes

### **Churches Together in Stevenage Administrator** – 4 hours per week

The successful candidate will support the Chair and Steering Group of CTiS by:

- Coordinating CTiS's communications, meetings, events and publicity
- Managing the administrative tasks associated with CTiS's organisation as a body, and external relationships

Whilst the role has two distinct aspects, Bunyan is supporting CTiS by hosting CTiS element of the role, which is paid for by CTiS. The role will form one 16hpw contract. The role offers some flexible working hours, whilst working to form a pattern of regular office hours, to be determined on commencement of employment. The role will occasionally involve off-site and evening meetings.

If you are considering applying for the Partnership Administrator Role, please contact Mike Price (Bunyan Baptist Church Secretary), [secretary@bunyan.org.uk](mailto:secretary@bunyan.org.uk) to request the Person Specification and Role Description, which also contains salary and annual leave details. If you wish to have an informal conversation about the role, please call Andrew Ginn: 07825 330 810.

**To apply, please submit your CV, with a covering letter detailing how you meet the role's Person Specification, before Monday 18<sup>th</sup> February.**

Email applications should be made to [secretary@bunyan.org.uk](mailto:secretary@bunyan.org.uk)

Postal applications marked: FAO Church Secretary, Bunyan Baptist Church, Basils Rd, Stevenage SG1 3PY

**Candidates will be shortlisted on Monday 18<sup>th</sup> February, with a view to holding interviews on Wednesday 20<sup>th</sup> February.**

*The Employment Equality (Religion or Belief) Regulations 2003 (7) Exception for genuine occupational requirement applies to this post, in that due to the nature of the role, there is a Genuine Occupational Requirement that the post holder is a practising Christian.*