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<b>Hours</b>	20 hours per week
<b>Salary</b>	£26,114 – £27,635 FTE
<b>Pension</b>	10% employer contribution
<b>Location</b>	Wollaton, Nottingham
<b>Start Date</b>	July 2026

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**Are you highly organised, enthusiastic and self-motivated?**  
**Are you a gifted administrator with a heart to serve?**  
**If this is you, we'd love to meet you!**

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### About the Role

We are looking for someone to work closely with the Rector, wider staff and volunteers to support the mission and ministry of the church. The successful candidate will oversee all our administrative systems, help coordinate key activities and enable effective communication within the church and wider community.

### What You'll Be Doing

- Supporting clergy and volunteers across the ministry and mission of the church
- Managing correspondence, enquiries and requests relating to baptisms, weddings, funerals and other church matters
- Maintaining the church website, social media and noticeboards
- Managing the church diary and producing rotas and the weekly notice sheet
- Coordinating contracts, supplies and office systems
- Supporting the Parish Safeguarding Officer with administration and volunteer recruitment

### Who We're Looking For

- Strong organisational and communication skills
  - Good IT skills – Microsoft Office, Google products, willingness to learn EasyWorship and Canva
  - A person of integrity who can maintain confidentiality
  - Sympathy with the aims and objectives of St Leonard's and the Church of England
  - A level standard or equivalent work experience
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## About St Leonard's, Wollaton

St Leonard's is a friendly, welcoming church serving a parish community of about 16,000, located on the western edge of the City of Nottingham. With over 800 years of history, we are deeply committed to helping people discover how God is present in their lives today, and sharing his love in practical ways that bless those around us.

## KEY DATES

<b>Closing Date</b>	<b>Wednesday 15th July 2026</b>
<b>Interview Date</b>	<b>Monday 20th July 2026</b>

## HOW TO APPLY

For further information, the full job description and application form, please visit the church website:

<https://stleonardswollaton.org.uk/>

For an informal conversation about the role, please contact:

**Rev Mark Fraser – 07730 579614 | [rector@stleonardswollaton.org](mailto:rector@stleonardswollaton.org)**

**Please return your completed application form to: [rector@stleonardswollaton.org](mailto:rector@stleonardswollaton.org)**