

Parish Manager - St Pancras Church, Euston Road

Closing Date:	06/08/2020
Contact:	Revd Anne Stevens 07960 873009 St Pancras Church Euston Road London NW1 2BA
More information:	vicar@stpancraschurch.org

St Pancras is a busy city centre church opposite Euston Station. We are looking for a Parish Manager who can oversee the practical, administrative and organizational aspects of the church's life.

The post is for 32 hours a week. The church is currently operating reduced opening hours due to the Coronavirus outbreak. While this is still the case the post-holder may, with the agreement of the Vicar, work some of their hours at home.

The rate of pay is £16 per hour. Given the financial uncertainties caused by the pandemic, the Parish Manager's contract will initially last for twelve months, after which we will conduct a review of our staffing needs.

We are looking for someone who:

- is an excellent organizer and administrator
- has excellent people skills and can represent the church in an appropriate and professional manner
- has direct experience of working in an organizational role in a church, business or community organization
- has direct experience as a line manager
- has a good working knowledge of Fire, Covid-19 and Health & Safety standards
- has some experience of / aptitude for financial and charity management (training is available)
- is in sympathy with the ethos, mission and goals of the church, and is honest and trustworthy
- can both accept direction and work on their own initiative

For a detailed job description please contact the Vicar by phone or email (see above).

The closing date for applications is Thursday 6th August 2020.

Short-listed candidates will be invited to interview on Monday 10th August.

The new post will begin on Tuesday 8th September.