

The City & West Mission and Ministry Partnership are looking for a

# ***Part-Time Parish Administrator***

On a 12 month fixed-term contract, with the possibility of extending after 12 months  
(subject to funding)

The City & West Partnership consists of four churches: All Saints – Writtle, St Michael and All Angels – Roxwell, The Ascension with All Saints – Chelmsford, St Andrew's – Chelmsford. They require a **part-time Parish Administrator of 20 hours per week** to assist the churches with their day-to-day administrative duties. Flexible working available. Initially, the part-time Parish Administrator will be employed on a 12 month fixed-term contract, however, there is a possibility this will be extended, subject to funding.

For further information or an application pack, including a role description and application form, please contact Revd Simon Pearce at [revdsimonpearce@outlook.com](mailto:revdsimonpearce@outlook.com).

**Closing date for applications is 12 noon on Friday 27th June 2025**

**Interviews to be held on Tuesday 15<sup>th</sup> July 2025**