



Cambourne Church is committed to being a Christian community which is open, prayerful, and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Baptist Union, United Reformed Church, and Methodist Church.

## **Cambourne Church Church Administrator (Job-Share)**

**10 hours per week (to be worked over 3 mornings per week)**

**Salary £14.04/hr (Annualised £7,301)**

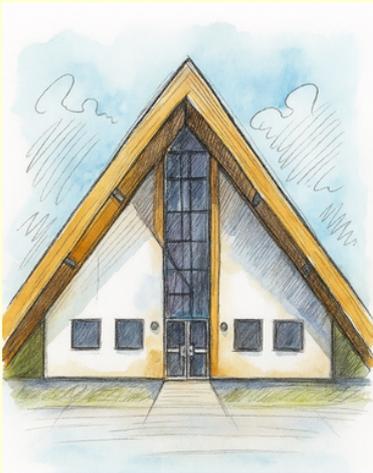
**Permanent**

### **About the role:**

The Administrator is a key member of the staff team. This is a demanding and fast paced role that is pivotal to supporting the church staff team and aids the smooth running of the church on a week-to-week basis.

Working as part of a job-share, it would suit a person who is structured and organised in their approach with a keen eye for detail. They will have strong communication skills and enjoy working as part of a team. A key requirement of the role is responsibility for website management, social media, database administration, and marketing. In addition, they will be willing to work flexibly as required to get the job done.

Confident to work independently and adaptable to a changing environment.



This role has the opportunity to connect with all areas of church life and out into the community. It is a face-to-face role on a daily basis.

Part time hours to be worked over 3 mornings: Preferably Tuesday, Friday and one other.

The post holder will work closely with the church leadership and congregation and is expected to be sympathetic to the Christian faith, values, and ethos, and willing to support and uphold the church's mission in all aspects of their work.

You can download our recruitment pack here [cambournechurch.org.uk/vacancies](http://cambournechurch.org.uk/vacancies) which contains an overview of the Church, an application form, and a job description for the role.

To apply, please complete the application form and send it to [bonnie.johansen@cambournechurch.org.uk](mailto:bonnie.johansen@cambournechurch.org.uk) by midday on Monday 2<sup>nd</sup> March 2026.

Interviews to be held on Thursday 5<sup>th</sup> March 2026.