



INVITING EVERYONE
TO FOLLOW JESUS

Church Executive Assistant

Part Time

0.7 FTE

Hours

26.25 hrs/wk
across 5 days
(flexible hours and
job share considered)

Salary

£28,153 – £33,515
per annum pro rata

Location

Clifton, Bristol
(min. 4 days on site)

Start

ASAP from May

Closing Date

Sunday 17th May

Applications

[www.ccweb.org.uk/
workforus](http://www.ccweb.org.uk/workforus)

Join Our Team

"We believe our Church runs best when gifted people are doing what they were made to do. If you were made to organise, support, and serve – we would love to hear from you."

We're a large, vibrant Word and Spirit Anglican church in the heart of Clifton, Bristol, part of the New Wine family of churches.

Our wonderful Church Executive Assistant is moving on at the end of May, and we need someone equally gifted to step in.

You'll organise and chair our Senior Leadership Team meetings, own our events calendar, co-ordinate everything from weekly gatherings to Christmas and Easter, and have the mandate to improve the systems that keep us running at our best.

You'll be someone who...

- Thrives on organisation - juggling complex diaries, events, and people simultaneously
- Stays calm, positive and solution focused in the face of changing plans or competing demands
- Takes initiative and improves things without being asked
- Communicates warmly and clearly with staff, volunteers, and the wider community
- Is comfortable - and ideally energised - working in an active Christian environment

Is this you?

If you would like to know more, please visit www.ccweb.org.uk/workforus for an information pack, application form and instructions on how to apply. Or email or call Mark Parsons, our Operations Manager, at mark.parsons@ccweb.org.uk / 0117 973 6524 to arrange an informal conversation or visit.

The closing date for applications is midnight on Sunday 17th May 2026.

We will review applications on an ongoing basis and may begin interviews and make an appointment before the closing date, so early applications are encouraged.

A NOTE ON FAITH

We're looking for someone who is sympathetic to our Christian vision and values and comfortable in a team where the Christian faith shapes daily working life - including prayer, worship, and retreats. You don't need to be a practising Christian, but you do need to feel genuinely at home in that culture.

Christ Church Clifton is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share this commitment. Christ Church Clifton follows safer recruitment practices.