



Kinross Parish Church: Part-Time Church Office Coordinator

20 hours per week over 5 or 4 weekday mornings to include Monday, Thursday and Friday, with element of remote working considered.

Our current Church Office Coordinator is stepping down after a fantastic effort steering KPC through the challenges of Covid over the past year and we are looking to fill this key role. Do you have previous office experience, good IT skills, along with excellent organisational and communication skills and enjoy working with people?

Since its establishment in 2010, the Church Office has been functioning as an administrative support for KPC's active ministries, for all users of the office and in coordinating the hire of the Church and Church Centre. This is undertaken by a paid Office Coordinator with some volunteer support. The tasks are wide-ranging and no two days are the same!

Like all jobs, the Coordinator role had to adapt and develop during the pandemic to meet the challenges of safely delivering what was needed, requiring acquisition of new, more technical skills and agile responses to changing situations but now, thankfully, we are returning to a more consistent pattern of work.

You will be a key point of contact for the congregation, community and beyond so, **if you are talented in ensuring that an organisation runs smoothly, have a heart for getting alongside people and helping make things happen, we would love to hear from you.**

For informal enquiries, please contact Alice G on 01577 863395

Job description and salary details available from Alison B alisonmdollar@hotmail.com

Closing date for applications (CV with names of 2 referees please):

Monday 6 June at 12 noon to alisonmdollar@hotmail.com

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