

PARISH COORDINATOR



Registered Charity No. 1193766

We seek an organised and proactive administrator to join the Harnham Parish team as 'Parish Coordinator'.

This 15-hour p/week role offers an exciting opportunity for someone who enjoys working in a community-focused environment and is looking to develop their digital and people skills to a higher level.

Based in the Parish office, the Parish Coordinator will support the smooth running of the Parish Hall, and Parish life events, and occasional Deanery administration.

The ideal candidate will be efficient, positive, personable, and committed to maintaining excellent communication and organisational processes. A commitment to the ethos and values of the parish is essential along with the ability to work with volunteers.

Harnham Parish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This role is subject to acceptable pre-appointment checks, including an Enhanced DBS Check.

To apply for this role please contact.

Reverendbecky@harnhamparish.org.uk

07476 349 965

Closing date for applications 9 Feb.