



### **Teams Administrator**

Trinity Cheltenham are seeking a passionate and experienced administrator with a heart for ministry and serving The Church.

### **The Role**

The successful candidate will be responsible for administering a number a ministry areas, with an emphasis on Kids and Safeguarding. Candidates will be experienced administrators or coordinators and ideally have some PA experience. For full details please see the role profile.

The role is full-time with a salary scale of £17,352 per annum (depending on experience).

### **About Us**

Trinity Cheltenham is a large and thriving church in the beautiful Spa Town of Cheltenham. Trinity is a vibrant charismatic church that has grown to a large size and pioneered many exciting areas of ministry. It is the largest church in the Diocese of Gloucester and one of the largest CofE congregations in the UK outside of London. We are committed to making followers of Jesus who change communities and nations for him. We are passionate about connecting people from all walks of life to Jesus through sharing the Word of God and ministry in the Holy Spirit. Trinity is a part of the New Wine network and aspires to continue to grow into all that the Lord has for us in Cheltenham, South-West England, the UK and beyond.

At Trinity we are passionate about Kids with around 150 regularly attending (plus youth). In addition to this we run extensive outreach work to vulnerable adults, making safeguarding a priority for us. We are also delighted to have many varied and diverse ministries led by paid and unpaid staff, all requiring administrative support so we are excited about how this new role can serve our church family well.

As we continue to push in to expand the Kingdom in Cheltenham we are on the verge of some exciting new vision plans for Trinity, so there hasn't been a more exciting time to join the team!

For more information see [www.trinitycheltenham.com](http://www.trinitycheltenham.com)

### **Interested? What next...**

For more information, or to apply please contact Mike at [hr@trinitycheltenham.com](mailto:hr@trinitycheltenham.com) by 24th May. If you have any questions or would like any further information please email [hr@trinitycheltenham.com](mailto:hr@trinitycheltenham.com) or call 01242 808659 and speak to Mike.