



**We are looking for a great**

# **Administrator**

**to join our staff team and  
support Everyday Church Sutton**

**Full details at: [everyday.org.uk](http://everyday.org.uk)**

Everyday Church Sutton is full of life, and we are looking for someone with brilliant administrative skills to help us move forward into all that God has for us.

As our Sutton Venue Administrator, you'll play a key role in supporting our Venue Leader and leadership team, helping our diverse and Jesus-focused community function smoothly throughout the week. From following up key tasks to enabling our Sunday gatherings and midweek ministries to flourish, you'll be right at the heart of helping our church family thrive and impact the wider Sutton community.

If you love organisation, enjoy serving people, and want to make a real difference in a local church setting, we'd love to hear from you!

17.5 hours per week. 12 months fixed term contract

Find out more at: [everyday.org.uk/job-opportunities](http://everyday.org.uk/job-opportunities)



Closing date: Thursday 15th January

Step into a role that helps build God's kingdom and strengthens our community. Could this be your next step?