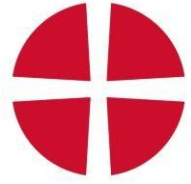




# CHRIST CHURCH LEWES

## UNITED REFORMED and METHODIST

Prince Edwards Rd, Lewes BN7 1BL



---

### ADMINISTRATIVE SUPPORT WORKER (PART TIME – 8 HOURS PER WEEK)

We are a Methodist and United Reformed Local Ecumenical Partnership church in the attractive East Sussex town of Lewes.

We are seeking a part time administrative support worker.

We are seeking to appoint a person experienced in office administration, who can help us run the church and assist its growing work in the local community.

You will need to have a high level of computer literacy, be well organised, strategic and a good communicator. You should be able to work both independently and as part of our team. The work includes meeting recurring and varied length deadlines.

We can offer a rewarding and interesting programme of work. We would expect you to be in the church office for at least three hours a week, but - at other times - there would be the opportunity to work from home.

If you are interested, please e-mail [layworker@christ-church-lewes.org](mailto:layworker@christ-church-lewes.org) and we will send you an applicants' pack

Closing date for applications: mid day 20 March 2026.

Interviews are expected to be in week commencing 23 March 2026

### MAIN TERMS and NEXT STEPS

Hours of work: 8 hours per week. Hours will be worked flexibly in agreement with the Line Manager, which may include some evenings.

Contract: 5 years

Rate of pay: annual salary of £5,500

Location: Based at Christ Church Lewes, with some hours from your home address if desired.

---

For more information and/or an application pack, please contact

[layworker@christ-church-lewes.org](mailto:layworker@christ-church-lewes.org)

Closing date: 20 March 2026

Interview date: expected to be week commencing 23 March 2026

Start date: 13 April 2026

To learn more about our Church and the work that we do, please visit:

[www.christ-church-lewes.org](http://www.christ-church-lewes.org)