CARLISLE
DIOCESE

Grasmoor Mission Community Administrator

Based at Christ Church, Cockermouth, Cumbria

- *Are you a highly organised administrator who enjoys working as part of a team?*
- *Would you like to use your skills to support local mission and ministry across the churches of the Grasmoor Mission Community?*

Grasmoor Mission Community is looking for a **Mission Community Administrator** to enable local mission and ministry by maintaining, improving and developing our administrative and operational systems.

Reporting to the Team Rector, Cockermouth Area Team, you will organise the Grasmoor Mission Community Office to resource the activities of our clergy and lay leaders and support parishes.

This is a part-time position of 17.5 hours per week (0.5 FTE). The distribution of hours can vary by agreement, and the ability to work from home may be possible.

Salary £32,749 FTE (£16,374.50 pro rata) as of 1st January 2027, plus 15% non-contributory pension.

Any offer of employment is subject to two references (one from your current or most recent employer), a health check, a right to work check, and an enhanced DBS check and Church of England Confidential Declaration form.

Closing date for applications: Thursday 7th January 9am
Interviews: Thursday 21st January, Christ Church, Cockermouth,

For an informal chat about this role, feel free to contact Jane Charman (Team Rector, Cockermouth Area Team) by emailing jane.charman@grasmoormmc.church

Role profile, role description and application form may be obtained from HumanResources@Carlislediocese.org.uk

Carlisle Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.