Grasmoor
Mission Community

Role Profile

Thank you for your interest in the post of **Grasmoor Mission Community Administrator**. Read on for some further information about who we are and what we do.

Grasmoor Mission Community is a group of Church of England and Methodist churches ministering together in Cockermouth and the surrounding villages of Bridekirk, Great Broughton, Brigham, Clifton, Dean, Mosser, Lorton, Loweswater and Buttermere.

Our mission is to share the good news of Jesus Christ with all who live and work here. We do this by worshipping in our church buildings, taking baptisms, weddings and funerals, engaging with local schools, going into hospitals and residential settings, visiting people at home, and running clubs and activities for old and young. We partner with other local organisations who also serve the community such as Linking Lives and the North Lakes Foodbank.

The Grasmoor Mission Community Administrator is a key colleague alongside our clergy, lay ministers and Community Chaplain. You provide the behind-the-scenes support that frees us to spend our time out and about and with people instead of at our desks. As well as being a highly organised administrator, you'll be sympathetic to our vision to grow God's kingdom in this part of West Cumbria. Because you'll be involved in people's lives, sometimes at vulnerable moments, you'll have a warm heart and a sympathetic manner. As someone who will regularly handle sensitive and confidential information, you'll be discreet and trustworthy. As well as core administrative skills we would welcome a colleague with additional strengths to support some of our wider operational functions, for instance by taking lead responsibility for the oversight of safeguarding, resourcing parish treasurers to fulfil their statutory duties, and exploring possible fundraising opportunities.

We in turn can offer you a post that is 'more than a job', with the added satisfaction of knowing that you are helping both people and communities to flourish. The position comes with the benefits of flexible working, the possibility of expanding the role over time, and a valued place within a happy team. Our last Administrator was with us for over 20 years up until her retirement which is always a good sign!

To find out more about Grasmoor Mission Community visit our website here
Grasmoor Mission Community – "Working together to grow God's Kingdom in Cumbria"
or check out our socials.

For an informal conversation about the post contact Revd Canon Jane Charman, our Mission Community Leader, on jane.charman@grasmoormc.church

We look forward to receiving your application.