

PARISH COORDINATOR



Registered Charity No. 1193766

We are seeking an organised and proactive administrator to join the Harnham Parish team as the Parish Coordinator.

This vital administrative role supports the smooth running of the parish, and parish hall, providing essential support for the wider Harnham community as well as events and services.

The ideal candidate will be efficient, positive, personable, and committed to maintaining excellent communication and organisational processes.

This is a part-time role, based in the parish office, requiring flexibility to occasionally support events outside of standard office hours.

A commitment to the ethos and values of the parish is essential along with the ability to work with volunteers.

This role offers an exciting opportunity for someone who enjoys working in a community-focused environment and is looking to develop their digital and people skills to a higher level.

Harnham Parish is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This role is subject to acceptable pre-appointment checks, including an Enhanced DBS Check.

To apply for this role please email pccharnham@gmail.com for further information or ring 07925108856 for an informal discussion. Closing date for applications 12 noon. 28 March.