



Part-time, home-based Administrator

- **Are you an excellent communicator?**
- **Can you give consistent attention to detail?**
- **Do you enjoy working independently and collaboratively in a team?**

ROOTS for Churches Ltd is looking for a highly-organised and self-motivated Administrator to work closely with the Managing Director and ROOTS Team. The post combines financial administration, customer support, and a range of administrative responsibilities. The work is varied and busy, involving day-to-day contact with customers, suppliers and team members.

ROOTS publishes weekly resources used by leaders in different church contexts and traditions to inspire and support worship and learning on Sundays and through the week. The Administrator plays a pivotal role in the small editorial team. A problem-solving, can-do approach is essential, together with excellent organisation and communication skills. The right candidate will be IT and web literate and have demonstrable experience of working with databases and document storage on a shared server. This role demands attention to detail, accuracy and consistency.

The job is home-based, ideally within an hour's journey time of north Oxfordshire, and the candidate must be able to maintain focus and concentration without colleagues around. A suitable work space at home is essential.

The post is for 24.5 hours a week (0.7 full-time equivalent), working Monday to Friday, with some flexibility around working times. Salary is £20,000-£23,000 fte pro rata.

Download the [job description and person specification](#). Please complete the [application form](#) and email it, together with a covering letter and CV to Rosemary Nixon, ROOTS Managing Director: rosemary.nixon@rootsontheweb.com

The closing date for applications is **31 March**.
Interviews will be held on 6 April.