



## **Appointment of a Parish Secretary & Operations Officer**

St Mary-le-Bow Church, Cheapside, London EC2

The Rector and Parochial Church Council seek to appoint a Parish Secretary & Operations Officer in summer 2021.

The role provides an opportunity to contribute to the smooth and effective running of this parish church in the heart of the City. The post, which is initially 21 hours (3 days) per week, likely increasing to a maximum of 37 hours as the City revives following the Pandemic, comprehends the provision of administrative support to the Rector, managing the use of the building and facilitating the working out of St Mary-le-Bow's mission.

Follow the links below to download a full job description and application form.  
The deadline by which applications must be received is 24 May.

[Job Description](#)

[Application Form](#)

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If you experience any difficulty downloading the materials, please send an email to  
[info@stmarylebow.org.uk](mailto:info@stmarylebow.org.uk)