



Cambourne Church is committed to being a Christian community which is open, prayerful, and loving, which serves Cambourne with the good news of the gospel and where disciples of Jesus Christ are made.

A partnership of the Church of England, Baptist Union, United Reformed Church, and Methodist Church.

Cambourne Church Recruitment Pack

Introduction

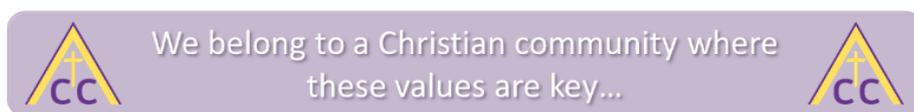
Thank you for your interest in applying to Cambourne Church. We hope the following information will be of interest to you as you consider applying for the position of Part-time Administrator.

The post holder will work closely with the church leadership and congregation and is expected to be sympathetic to the Christian faith, values, and ethos, and willing to support and uphold the church's mission in all aspects of their work.

At Cambourne Church what we value is:

- **Following Jesus together** – Growing in faith through Scripture, prayer and everyday life.
- **Serving our community** – Offering practical care, hospitality and support across Cambourne.
- **Belonging for everyone** – Creating a safe, inclusive church where people of all ages and backgrounds can flourish.

Our Youth, Children and Families Ministries are vital parts of meeting our values:



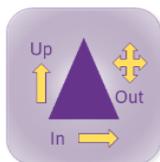
It all starts with the

Gospel

Openness means life-long learning & humility

Service of others makes a difference

Peace & direction flow from *Prayer*



We are called to *Engage* with God's world

We believe that *Love* changes people
& situations

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About the role:

The Administrator is a key member of the staff team. This is a demanding and fast paced role that is pivotal to supporting the church staff team and aids the smooth running of the church on a week-to-week basis.

Working as part of a job-share, it would suit a person who is structured and organised in their approach with a keen eye for detail. They will have strong communication skills and enjoy working as part of a team.



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A key requirement of the role is responsibility for website management, social media, database administration, and marketing. In addition, they will be willing to work flexibly as required to get the job done.

Confident to work independently and adaptable to a changing environment. This role has the opportunity to connect with all areas of church life and out into the community. It is a face-to-face role on a daily basis.

About Cambourne Church

Cambourne Church is committed to being a Christian community which is open, prayerful, and loving, which serves Cambourne with the good news that there is a loving and forgiving God, and where disciples of Jesus Christ are made. In this commitment, we feel upheld and led by the Spirit of God who is present in all our activities, and to whom we seek to be attentive.



We are a thriving broadly evangelical church, a partnership of the Church of England, Baptist Union, United Reformed Church, and Methodist Church, situated to the west of Cambridge and we are looking for someone to work alongside the Leadership, Minister and broader support team in the context of the church's wider vision and mission.

About Cambourne

Cambourne is a settlement and civil parish in Cambridgeshire, England, in the district of South Cambridgeshire. It lies on the A428 road between Cambridge, 9 miles (14 km) to the east, and St Neots and Bedford to the west. It comprises the four villages of Great Cambourne, Lower Cambourne, Upper Cambourne and West Cambourne. The area is close to Bourn Airfield.

[Cambourne Cambridge - Bing](#)



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Want to know more?

You can find out more about who we are, what we believe in, our church life and community by visiting our website: www.cambournechurch.org.uk where you will also find links to online sermons, and our staff and leadership teams. You can also find us on Instagram, Twitter, and Facebook via the links on the home page. For more information about the role, please contact Bonnie Johansen bonnie.johansen@cambournechurch.org.uk

How to apply

If you feel called to respond to this spontaneous opportunity, you can download our recruitment pack cambournechurch.org.uk/vacancies which contains an overview of the Church, the recruitment process, and a job description for the role.

After considering the requirements for this exciting challenge you feel you are the right person for us, then please complete and submit:

- The application form and send it to bonnie.johansen@cambournechurch.org.uk

Closing date for applications is midday on Monday 2nd March 2026

Interviews to be held on Thursday 5th March 2026

We look forward to receiving your application and wish you every blessing.