

ADVERT

TITLE OF POST: Administrator for the combined Benefice of Fauls, Tilstock & Whitchurch (FTW), and Parish Clerk for St Alkmund's, Whitchurch

- The Benefice Administrator is a key person in the life of the benefice, working closely with the clergy, the Reader, the Church Wardens and other lay people in leadership positions.
- The person appointed will provide administrative support to the Church of England Benefice of Fauls, Tilstock and Whitchurch.
- The person appointed will provide additional administrative and secretarial support to the Rector, Churchwardens and Parochial Church Council of St. Alkmund's Whitchurch in their work in those capacities.
- The role will require a clear enhanced DBS check and participation in the appropriate level of Church of England Safeguarding Training

HOURS: 25 hours / week; this would normally be 5 hours each weekday, could vary by mutual agreement with the Rector
(Could possibly increase to 30 / hours week if the applicant desired, and this would entail extra duties to do with Bargates Hall)

PLACE OF WORK: the Benefice Office in St Alkmund's Church; some hours may be done elsewhere by mutual agreement with the Rector

HOW TO APPLY: To apply for this post, please read the full job description and person specification on www.stalkmunds.com/Vacancy.php and send by e-mail the following to the Rector, Revd Canon Dr Judy Hunt at revjudyhunt@gmail.com

- a supporting statement, that refers to the job description and person specification, explaining why you believe you can do this role
- a comprehensive CV including details of your achievements in each role, and including details of two referees, one of whom should be your current or most recent employer; please indicate if you are happy for us to ask for references before an interview or only if you were provisionally offered the post

If you would like to have a conversation about the role before applying, please contact the Rector on 01948 667253.

Closing date for applications: Weds 20th April at 12noon

Interviews will take place on a mutually convenient date.