**Benefice of Edgmond with Preston upon the Wealdmoors and Kynnersley and the Benefice of Tibberton with Bolas Magna and Waters Upton**

**Parish Administrator**

We are looking for a Parish Administrator for the six parishes of Edgmond, Tibberton, Waters Upton, Preston, Kynnersley and Great Bolas. The main roles are to assist the Rector in the smooth running of the six parishes, providing confidential administrative and secretarial support, and being a focal point for enquiries.

**Hours of work**

The post is part time, initially 10 hours a week over 3-4 days, but with the possibility in time of increasing to 15 hours. These hours are flexible, while daytime is preferred, occasional evenings may be required - good prior notice would be given. Some home working is possible. Salary £12.50 per hour.

 **Personal Attributes**

The successful candidate will be a person with a mature attitude, capable of dealing with people in a professional and friendly manner. The job description, available on request, gives a more detailed list of your duties. On a personal level:-

* You will be self-motivated and keen to learn.
* You will be reliable, responsible and maintain strict confidentiality.
* You will be able to show initiative.
* You will be sympathetic to the aims of the Church of England.

**Skills and experience**

We seek someone with secretarial, interpersonal, time management and prioritisation skills.

The successful candidate should be

- computer literate, able to use programmes including word processing, spreadsheets, and poster production.

 - Have excellent communication skills

 - Have the ability to manage an office at times when the clergy are unavailable.

 - Be confident to liase with other organisations e.g Funeral Directors, Lichfield central office.

**The post will be offered subject to DBS clearance and will be required to complete Safeguarding Training**

**Closing date**  4th June 2023

**Interview date** 13th June 2023

**Application process**

Application form and enquiries available via the6parishes18@gmail.com. Tel Revd Helen Morby 01952 820217