

Greenway Benefice - Vacancy for a Churches Administrator*

(Holy Trinity Badgeworth, St Paul's Shurdington and St Mary's Witcombe with Bentham)

4 hours per week, £10 an hour.

Day (or days) of work by agreement with the vicar.

Do you have great administration and people skills, and a passion for supporting and promoting our churches and the vicar and lay team in their Christian Mission?

We are looking for someone to be our benefice administrator who will:

Be a focus for our communication and shared information, including the General Data Protection Regulations requirements.

Promote the mission of the churches.

Play a key role in offering a warm welcome to callers and enquirers.

Ensure that we work collaboratively, effectively and efficiently.

For more information, including a job description, person specification and application form, please email the vicar revsusancooke@gmail.com or call her on 01242 321806.

The closing date for applications is: Friday 15th March, by noon

Interviews will be held on: ***Thursday 28th March.***

Greenway Benefice is committed to the Church of England's Safer

Recruitment practices.

*Please note that this role carries an Occupational Requirement under the Equality Act 2010 for the post holder to have a personal commitment to the Christian faith.