

Parishes of Washingborough with Heighington and Canwick

Parish Administrator

We are seeking to appoint a Parish Administrator based at St John's Church, Washingborough, Lincoln.

This is a new and exciting project. It will require commitment and determination to ensure achievement of the project aims.

You will need to possess a high level of people skills to be able to effectively and sensitively deal with enquires and advice.

An in-depth knowledge of Microsoft Office is required.

Previous experience and proven ability is essential to ensure the Parish Office concept is successful. There is a requirement to promote a high level of service to the Church and the wider community in the villages.

You will be required to work 15 hours per week Monday to Friday mornings. Remuneration is payable monthly in arrears at the rate of £8.50 per hour (£6630 per annum). There will be a merit annual increment.

It is expected that you will have empathy to our aims and vision.

If you are interested and would like further information please contact Revd George Goalby on 01522 800240 or george.goalby@btconnect.com.

A copy of the Job Description and an application form are available on request.

Final date for receipt of applications is the **15th September 2017**.