

A Significant Part Time Job Opportunity based in Holbeach.

Administrator for the Deanery of Elloe East

A group of 15 local churches are seeking to employ an efficient and capable administrator to work 15 hours per week, 9.00-12.00 Monday – Friday, based in Coubro Chambers, West End, Holbeach.

This is a newly created post for someone who is in sympathy with the work of the local church who has excellent communication and social skills, is highly self-motivated and flexible and has proven administrative experience.

The initial rate of pay will be £9.21 per hour (£7,183 pa)

Do you have

- A high standard of literacy, good communication skills and an excellent telephone manner?

Are you

- Approachable and friendly while being efficient and business like?
- Fully computer literate – email, word, excel, mail merge, databases, electronic diaries etc and are willing to learn to use proprietary software programmes?
- Able to work with people who have different working styles?
- Flexible and able to work under pressure at times?
- Able to manage and prioritise your workload?
- Fully aware of the need for confidentiality and when to seek advice?

To find out more please visit All Saints Church Website – www.allsaintsholbeach.org.uk

To apply for the post:

Please send a full CV plus a covering letter explaining why you think this might be just the job for you.

An initial informal conversation would be welcomed

Please contact:

Revd Rosamund Seal (Vicar of Holbeach and Rural Dean)

01406 424989 or rosamund.seal@btinternet.com

The Vicarage

5 Church Street

Holbeach

PE12 7LL

Closing Date Monday 14th January

Interview Date Monday 21st January