

The churches of St John the Divine and St Matthew's
Rastrick

are seeking to appoint a

Benefice Administrator (Part Time)

This is an opportunity for someone with administrative skills to work with the Vicar and other lay leaders to provide administrative support to the benefice.

We would like to hear from you if you have:

- The ability to use ICT systems competently and creatively.
- Confidence in using social media and websites to promote events.
- The ability to work flexibly from home to manage competing priorities.

Terms: Fixed term (2 years) Hours: 6 per week. Salary: £4,120

For an application form and job description please email info@stjohnsrastrick.org.uk

Closing date for applications: 15th December 2023 5pm