



St Mary the Virgin, Bishops Lydeard Parochial Church Council (PCC)



A PART TIME ROLE THAT'S AS UNIQUE AS YOU

The Bishops Lydeard Benefice is looking to recruit an Administrative Assistant. The role will initially be for eight hours a week but may increase to twelve in the future, with occasional additional hours for ad hoc duties.

This is a new role and will develop over time with the dual aims of ensuring the administrative requirements of the Rector and the Benefice are met, whilst also enabling you to employ those gifts and technical skills that you enjoy using. This balance will be achieved using an interactive approach to developing the job role through mutual agreement with the Rector, Revd. Mark Hurley, to whom you will report.

The role will interest those who have excellent written and verbal communication skills, are familiar with using Word, Excel, social media and email, and enjoy being a focal point for receipt and distribution of information. It would be ideal for a confident, sociable, proactive person who would like to work two half days each week and become a valuable member of a small team. The role could be particularly attractive to a self-employed person but we may consider direct employment for the right candidate. Remuneration will be in the region of £10.00 per hour.

The initial priority for the successful applicant will be to provide administrative and secretarial support to the Rector – for example: letters, emails, telephone calls and wordprocessing of documents for services. As the role develops you may on occasions be asked by the Rector to assist other members of the Ministry Team and church officers. The main focus of the role will be the Church of St. Mary the Virgin, Bishops Lydeard, which is where you will be based, but may on occasions involve provision of support to the other four churches in the Benefice.

We have created this role to free up the Rector and church officers to play to their strengths, have time to develop the ministry of the church, and carry out tasks which only they can do. You will assist them by undertaking those tasks requested by the Rector which will help to lift their load. Certain administrative matters may continue to be carried out by those who currently undertake them voluntarily (e.g. the benefice website) whilst others may in time become part of your remit (e.g. administration of the Church Centre).

If you have the required gifts and skills, and the thought of a mutual approach to the development of your job role appeals, we would be delighted to hear from you. In the first instance, please email applications@bishopslydearbenefice.org, telling us something about yourself, and explaining what you feel you could bring to the role.

Closing date for applications: Tuesday 30th November 2021.

If you have any questions please contact Revd. Mark Hurley on 01823 432222.