



DIOCESE OF
LICHFIELD



Come follow Christ in the footsteps of St Chad

VACANCY

BENEFICE ADMINISTRATOR: CAVERSWALL & WESTON COYNEY WITH DILHORNE

We Are Looking For:

- An experienced Administrator, with proven ability to work in a busy setting
- Reliable, responsible, and self-motivated, able to work both in a team and alone
- With a good telephone manner, and able to deal sensitively with people
- Interested in working in a Christian setting

We Can Offer:

- A caring environment in which to work
- A good rate of pay (£9.50 per hour)
- 15 hours per week, Monday-Friday 9.30am-12.30pm
- 20 days' (60 hours) annual leave plus Bank Holidays
- 12 month contract (subject to 3 month probationary period) with the possibility of extension
- A work base in St Andrews Church Centre, 375 Weston Road, Weston Coyney

If You Think You Are The Person For Us:

- Please call (01782) 312570 and request an Information Pack and Application Form
- If have any questions about the post, please call Rev. Linda Lucking on 07778-896584
- Complete and return your application form by email, to rev.linda.lucking@gmail.com
- Or post it in the envelope provided, to Rev Linda Lucking, c/o The Parish Office, St Andrews Church, 375 Weston Road, Weston Coyney, Stoke on Trent, ST3 6HB.
- The **closing date** for all applications (postal or emailed) is **12.00 noon, Friday 14th February 2020**
- **Interviews** will be held on **Tuesday 18th February 2020**

Thank you for your interest