

**The South Chilterns Team Ministry
St Peter and St Paul Stokenchurch, St Nicholas Ibstone,
Holy Trinity Lane End and St Mary le Moor Cadmore End**

Team Parish Administrator

We are looking for the right person to fulfil this exciting role developing and managing the administrative systems for the newly formed South Chilterns Team Ministry.

The post involves providing administrative support to the Team Rector, Team Clergy and the Team Council (Parochial Church Council) and will be based at St Peter and St Paul's Stokenchurch.

The role is initially scoped for 9 hours a week on a salary of £12 an hour, the distribution of the hours to be agreed on an initial 6 month probationary period followed by an annual appraisal and will be subject to an enhanced DBS check.

For a detailed job description please contact: Reverend Mark Ackford, Team Rector, via email on:
revdmackford@btinternet.com

Closing date for applications: 22nd February 2019.

Interview date: 1st March 2019.

Start date: As soon as possible.