**JOB ADVERTISMENT**

**Benefice Administrator**

**St Leonard’s Church, New Lane, Middleton M24 6DJ**

Part time

Permanent

Salary: £8,736 - £10,044 per annum (actual salary) (pro rata of £21,840 - £25,110 FTE per annum)

Hours: 14 hours per week

The Benefice of Middleton & Thornham, consisting of the parishes of St Leonard Middleton and St John the Evangelist Thornham, is seeking to appoint a part-time Administrator to support the work of the two parishes.

This will involve some financial, administrative and publicity tasks for the two parishes supporting the church’s mission of ‘to know God in Jesus Christ and make Him known’. You will be a key conduit for internal and external contacts, deal with baptism, wedding, funeral, interment and parish register enquiries and control the issues and collection of appropriate fees.

The successful candidate will have excellent communication and numeracy skills with good working IT skills, particularly with Microsoft Office (Outlook, Word, Excel, etc.).

We welcome applicants who wish to work over 3 or 4 days in a flexible pattern to fulfil the 14 hours required. We are looking for someone who is able to start in May 2024.

Although experience of working within the Church of England is not required, the post holder should be sympathetic to the aims and values of the Church.

Further information regarding this role is contained in the Job Description and Person Specification. To request these documents, together with an information pack about the benefice and an application form, please email: jobs@middletonparishchurch.org.uk

Or contact the Parish Office Monday-Thursday between 10.30am - 1.30pm on 0161 643 2693

**Closing date:** Monday 25th March 2024

**Interviews:** In the week commencing Monday 8th April 2024 at St Leonard’s Church, New Lane, Middleton, Manchester M24 6DJ