

Fr Paul writes:

Over the past few years following the general reduction in the hours worked in the parish office and a gradual increase in the amount of administration, it has become clear that we need to appoint a new assistant to help with administration, duplication, diary management and the smooth running of the office. A future challenge will be the imminent move into the new Pastoral Centre which will bring increased pastoral development and activity. The newly appointed person will work with and support the existing staff, volunteers and clergy.

The details:

Parish Assistant

25 hours a week 9am to 2pm Monday to Friday with a salary in the region of £12,000 (£17,000 pro-rata).

This is an important role in the Parish that includes:

- The management of the Parish Diary of Events
- Maintenance of Registers
- Production of Liturgical Materials

As part of a team you will also be:

- Handling enquiries from personal callers
- Answering the switchboard
- Providing a secretarial service to the Clergy
- Assisting the Parish Secretary and covering for when she is absent

Please call the Parish Office 01962 852804 for a copy of the Job Description and Application Pack.