# Benefice Administrator for the Churches

# of Alrewas, Fradley and Wychnor

**(All Saints, St Stephen’s and St. Leonard’s)**

We are seeking to engage the service of a self employed Administrator to facilitate the smooth running of the above churches. This part-time post will be home-based, although there are occasions when face to face meetings will be required in the churches.

The role involves working closely with the Minister and Church officers.The post will initially require 8 hours per week with the capacity to increase to 14 hours within 12 months.

Interested parties are invited to send their CV, with a covering letter addressing the requirements of the role description and person specification and including contact details for two referees who will only be approached on offer of contract. One of these must be a recent work reference. Please send your expression of interest, preferably electronically to[jen.matthewman@btinternet.com](mailto:jen.matthewman@btinternet.com)

If you would like an informal chat about the position please contact Mark Emly (Churchwarden, Alrewas) on [markemly@btinternet.com](mailto:markemly@btinternet.com) or

Revd Elizabeth Wall (Associate Minister) on [ayton265@gmail.com](mailto:ayton265@gmail.com)

to arrange a mutually convenient time.

The closing date for expressions of interest is Friday 3rd May at 12 noon.

Review of tenders will take place on Friday 10th May.