



**The Parish of Warblington with Emsworth
(St. James and St. Thomas a Becket CE Churches)**

are looking to appoint a

Parish Administrator

(part time - 15 hours per week)

The successful candidate will be responsible for providing communication, secretarial and administrative support to ensure the smooth running of the parish in order to achieve our vision of 'seeing our lives and community transformed and renewed by God'

They will work closely in supporting the clergy team and will need to have excellent communication and organisational skills and a high level of IT skills.

They will also need to work well with a variety of people, represent the Parish to the general public, and be a person of faith who is sympathetic to the vision of the Parish.

Salary c £10-11 per hour depending on experience

Monday, Wednesday & Thursday mornings (9.30-12.30) plus a further 6 hours (flexible)

Closing date for Applications Friday 4th October

Interviews Wednesday 16th October



Full details & application forms available from The Parish Office, 20 Church Path, Emsworth PO10 7DP. Email wwe.pariah.office@btinternet.com, phone 01243 372428.