

# Part Time Benefice Administrator – Tadley with Pamber Heath and Silchester

£12 per hour

15 hours per week (Ideally: over 3 days, one being a Wednesday)

Closing Date: Friday 3<sup>rd</sup> November 2023

Interview Date: Thursday 16<sup>th</sup> November 2023

The Benefice of Tadley with Pamber Heath and Silchester is part of the Church of England Diocese of Winchester and comprises three parishes (Tadley North St Mary; Tadley; and Silchester) in north Hampshire.

The administrator will support the Rector and other licenced leaders in effecting the efficient and smooth running of the benefice parishes. This will include assisting with regular weekly and monthly tasks, as well as occasional or project-based tasks. The administrator will be a primary point of contact for enquiries.

The usual place of work for this role is the Parish Office within St Mary's Church, Tadley, RG26 4HQ.

For further details and to apply for the job, please contact Revd Steve McKay: [revstemckay@gmail.com](mailto:revstemckay@gmail.com)

