



Administrator (Interim) required for the North Hinckford group of churches

**You will be involved in our daily operations,
handling some of our communications
and providing organisational support for our ministry**

**The post is predominantly based from home,
and the working hours are flexible
up to 15 hours per week**

**Good organisational, interpersonal and communication
(orally and written) skills are required.**

**IT skills and the ability to maintain the website
and social media pages are also needed.**

**You will need to have good judgement and
the ability to work on your own initiative**

**The role is posted as Interim as the post of Rector
will shortly become vacant and the nature of the role
will inevitably change with a new incumbent**

**For an initial conversation please contact
Fiona Wildblood, Team Administrator
at admin@northhinckfordteam.org
or 07867 334322**