

## Deanery Administrator for Bassetlaw and Bawtry Deanery

Applications are invited for appointment to this key deanery post, supporting the Area Dean. The Deanery Administrator is a new role which combines the role of Deanery Secretary with administrative support for the Area Dean and Deanery Leadership team. The role is key to the effective operation of the Deanery in the delivery of the strategic aims of the diocese. The successful applicant will be required to work at any location within the Deanery or within a 5 mile radius of its boundary.

18 hours per week with some evening meetings which will need secretarial support.  
Diocesan Scale 8 starting point £8.41 per hour  
(full time equivalent salary £15,300 p.a., increasing after probationary period)  
Contribution of 10% of salary into a nominated Stakeholder Personal Pension Plan.

We are looking for someone who:

- Excellent administrative skills and proven organisational ability.
- Experience in running a small office and financial management skills
- Good interpersonal skills and ability to interact sensitively with individuals
- Effective written and oral communication skills
- Committed team player
- Computer literate with experience of Microsoft Office, particularly Microsoft Word, Excel, Access, Powerpoint and Publisher
- Experience of E-mail and Internet communications
- Ability to work on own initiative, prioritise work and meet deadlines
- Ability to maintain confidentiality
- Self motivated , proactive and willing to take responsibility
- Working knowledge of the Church of England, both its public worship and organisational structure, and in sympathy with its mission and aims
- Knowledge of the Deanery and its Parishes

Please contact Revd Jonathan Smithurst, Area Dean, on 01777 817364 or at [J.smithurst@ctlmail.co.uk](mailto:J.smithurst@ctlmail.co.uk) for an application pack.

We welcome applications from suitably qualified people from all sections of the community, and strive to be an equal opportunity employer.  
CRB clearance is required for this post. Closing Date for applications is 12 noon on Monday 14<sup>th</sup> December.  
Interviews will be held on the afternoon of Thursday 7<sup>th</sup> January.