



**THE CHURCH
OF ENGLAND**

Diocese of Southwell & Nottingham

The Deaneries of Nottingham North & South

Deanery Administrator

(18 hours per week)

Diocesan Scale 7, starting point £8,728 p.a.
(full time equivalent salary £16,970 p.a.)

Applications are invited for this new post based at the Vine in Hyson Green and serving the two deaneries. The main focus is to provide the essential administrative back-up for the Leadership Team as it looks to work on the agreed mission priorities.

We are looking for someone who:

- has highly competent computer skills
- has excellent organisational skills
- is self motivated
- willing to take responsibility
- can cope with an evolving job
- has an ability to relate well to people
- is a team player
- has a working knowledge of the Church of England and
- is in sympathy with its mission and aims

Further details are available to download on the website www.southwell.anglican.org. Please contact Carole Park, Diocesan HR Executive Officer, on 01636 817242 or carolepark@southwell.anglican.org 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 Wednesday February 11th
Shortlisting will take place on Monday February 16th and
Interviews will be held on Monday 23rd February