

**Parish Administrator**

**Addition Information**

* Hours of work 20 per week- Five mornings a week 9am-1pm (there may be a small amount of flexibility over times, by negotiation)
* Reports to Rector of Halewood Hunts Cross Ministry Team (NB during a period of vacancy, line management role will be covered by Acting Centre Manager)
* Salary £12.00 per hour paid monthly on 15th of each month
* Holidays 4 Weeks (20 days) per year plus Bank Holidays
* Workplace Pension Scheme available
* Appointment will be subject to satisfactory references
* The successful applicant will serve a 6 month probationary period and will be expected to have a satisfactory standard Disclosure and Barring Service (DBS) check
* Attendance at evening Centre Management Committee meetings will be compensated by time off in lieu
* Post holder will undertake annual reviews with line manager
* For further information please email [halewoodparish@btconnect.com](mailto:halewoodparish@btconnect.com)

**Applications**

* Applications by CV. No more than two sides of A4 and Covering letter. No more than two sides of A4.
* Please provide details, including email address, of two people who can provide references. One of these should be a current or recent employer if possible.
* Applications must be submitted by email to [halewoodparish@btconnect.com](mailto:halewoodparish@btconnect.com)

**Closing Date for Applications 12 noon on Friday 11 November 2022**

**We hope to hold interviews during the week of 21 November.**