



Benefice of St Barnabas Darby Green and St Mary's Eversley

Benefice Administrator

£23,660 FTE (£8,112 pro rata based on 12 hours)

The churches of St Barnabas, Darby Green and St Mary's, Eversley are looking to appoint an Administrator to support a wide range of ministry and mission that happens across both churches.

The successful candidate will have strong administration skills with an eye for detail and great interpersonal skills. They will have a good understanding of MS Office software packages and comfortable to learn other systems to support the day to day running of the church. Reporting directly to the vicar they will have a key role across both parishes and supported by a team of volunteers. In addition to good organisational skills the person will have good people skills and will reflect the Christian values of the benefice by their life and work.

St Barnabas and St Marys are two churches united in a single benefice. This is an exciting new season for both churches as we look to "Love God, Love each other and Love our Community". St Barnabas have recently been awarded a substantial grant to further develop their building in its role as a Community Hub and St Marys are looking at innovative ways to engage with the local community. As well as holding a range of different types of church services, across the benefice we involved every week in hosting a Foodbank, Community Pantry, Creative café, Pre-school, Youth club and café and Lunches.

This role for initially 12 hours a week (over a minimum of 3 days) with an expectation to spend some time in the church buildings in both Darby Green and Eversley

This is a new post. It is an exciting opportunity for someone with the above skills and experience to make a difference.

If you would like an application pack or an informal discussion about the role, you are welcome to contact our vicar Revd. Faith Bailey Email: revdfaithbailey@gmail.com

Closing date for applications: Tuesday 9th April at midday

Interview date: w/c 15th April 2024