



## PARISH ADMINISTRATOR (part-time)

Would you like to join our growing team as we seek to serve two Church of England parishes in East Dartford?

St Edmund's, Temple Hill, and St Alban's, New Town, are at an important and exciting stage in their journey. And we are now hoping to employ a parish administrator to work across both sites.

We are looking for someone who is sympathetic to our Christian vision and who has the skills and the expertise to support us in our service and mission to our communities.

In return we offer our commitment to support and encourage you, and a flexible working pattern which can be negotiated.

Salary: £12,870 per annum (part-time continuous)

Working hours: 22.5 hours per week

**For more information, and to receive an application form please contact [stedmundsdartford@gmail.com](mailto:stedmundsdartford@gmail.com)**

*Closing date for applications: Tuesday 11<sup>th</sup> May*

*Interviews: week commencing Monday 17<sup>th</sup> May.*

**This post will be subject to an enhanced DBS application and basic safeguarding training will need to be undertaken.**

**St Edmund's and St Alban's are both part of Inclusive Church**