

**The Ross Parishes are seeking an Administrator in their Church Office in Ross-on-Wye.
The position is part time - 25 hours per week, 5 hours per day.**

This is a key role, as the Administrator is the community's first point of contact with the Church of England parishes in Ross, Walford, and Brampton Abbots, and the Administrator deals with the general administration of the parishes. Such responsibility includes:

- Arranging baptisms, weddings, and funerals
- Basic accounting, invoicing, and reconciliation
- Producing a weekly newsletter
- Diary management for the Church and Church Hall

The preferred candidate will be:

- A competent general administrator, able to work with the Microsoft Office suite.
- A people person with excellent communication skills
- Self-motivated, able to work to deadlines, and able to maintain confidentiality.

The Ross Parishes is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders (and volunteers) are expected to share this commitment. All appointments are subject to acceptable pre-appointment checks, including a satisfactory Enhanced DBS check. In addition, you will be required to complete Diocesan Safeguarding Training to C1/Safeguarding Foundation level as a minimum.

Salary is in line with the Real Living Wage.

For an informal chat about the position please contact Louise Jarvis on 01989 562175 between 9am and 2pm.

Expressions of interest and CVs can be sent to administrator@rossparishes.uk

The closing date for applications is Tuesday 31st October.