



**Alcester Minster Churches at Alcester,  
Arrow, Coughton, Great Alne, Haselor,  
Kinwarton, Sambourne and Weethley**

## **Alcester Minster**

### **Appointment of a part-time Administrator**

We are seeking to appoint an administrator to work in the Minster office based in Church House, Alcester for 17.5 hours per week, to support the activities of the Minster and the work of the Rector. The working hours will be 9.30am – 1.00pm Monday to Friday although a minor adjustment to these times may be possible. The annual salary will be £9300. The post holder must enjoy interacting with people.

The successful applicant will be self-motivated, well organised, with good communication and IT skills including updating Minster Website and Facebook/Twitter Accounts, and enjoy working in a busy church environment. An application form, job description and person specification are available to download from [alcesterminster.org](http://alcesterminster.org).

For further information, please contact Adrian Guthrie on 01789 764261 or [rector@alcesterminster.org](mailto:rector@alcesterminster.org)

The closing date for applications is Monday 18 February 2019 at 12 noon.

Please note that the post will require a clear DBS and a willingness to undertake safeguarding training.