

Job Advertisement – Personal Assistant to the Rector, and Mission Community Administrator

Position: Personal Assistant and Administrator working in the Beacon Mission Community of Ipplepen with Torbryan, Denbury, Broadhempston and Woodland

Hours: Part time. 16 hours per week. Which days per week to be agreed

Pay: £10 per hour

We are looking for a self-motivated person with experience of working with church and community groups to help administer and co-ordinate a number of aspects of the Mission Community. Communication and people skills essential. Good IT skills also essential. Accounting experience desirable. The PA will be responsible to the Rector working from the Church Office, St. Andrew's Church Hall, Ipplepen

Closing date for applications: 1st February 2019

Short listing and interview dates to take place soon after on dates to be advised

References and an Enhanced DBS Disclosure will be required for the post-holder

A full job description and application form can be obtained from the Beacon Mission Community website www.missioncommunity.org or by contacting Dr Michael Price on 0784036911 or email michael_price@lineone.net