A black background with red text

Description automatically generatedA black and red text with a cross

Description automatically generated**ADVERT**

**PA to the Area Dean of Preston and**

**Parish Priest of St George’s, Preston**

**Role Purpose:**

We are looking for a gifted, experienced and skilled administrator to come and join St George’s, Preston and Preston Deanery on a flexible, part-time basis to support our ministry. The purpose of the role is to provide support in the day- to-day administrative and Missional work of the Vicar and Area Dean of Preston (Vicar/Area Dean).

This post is key in enabling growth in the ministry and mission in Preston Deanery. In line with the Diocesan Vision, Healthy Churches Transforming Communities.

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills.

**Summary of Key Terms and Conditions:**

The role will be based in the church office of St George’s, located at St George’s Church, George’s Road, Preston PR1 @NP.

Employer Blackburn Diocesan Board of Finance

The role is initially scoped for 14 hours a week.

Contract basis, fixed term until 2030. Renumeration will be paid at £12/hour.

Applications close Monday 24th February

The interviews will be on Friday 7th March

Pleases submit your application as soon as possible to David Craven at [david.craven@sgp.org.uk](mailto:david.craven@sgp.org.uk).

For an informal conversation about this post, please also contact David Craven.