

ADVERT

Personal Assistant to the Area Dean of Leyland and Vicar of St John's Church, Leyland

Role Purpose

We are looking for an experienced and skilled administrator to come and join St John's Leyland and Leyland 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 Area Dean / Vicar of St John's Church, Leyland.

The role requires a person who is approachable, well organised, has good interpersonal and communication skills and is self-motivated. Computer skills are essential. This position requires a good degree of professionalism, pastoral sensitivity and confidentiality.

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.

The Diocese of Blackburn promotes the following Vision:

'Healthy Communities Transforming Communities' through: Being Disciples of Jesus Christ; Being Witnesses to Jesus Christ; Growing leaders for Jesus Christ; Inspiring children and young people.

Summary of Key Terms and Conditions:

The role will be based in the church office of St John's Leyland, Leyland Lane, Leyland, PR25 1XB.

The role is initially scoped for 14 hours a week.

Contract basis, fixed term until 2030. Remuneration will be paid at £12.60/hour.

Please submit your application as soon as possible and we will be in touch.

For an informal conversation about this post, please contact areadean.leyland@blackburn.anglican.org

