***Advertisement Phrasing***

***What you can offer them***

* We can offer you a personal development plan and can assure you of a pleasant and sociable working environment
* This is an excellent opportunity for you to gain a wealth and variety of knowledge and experience.
* We can offer you a chance to contribute and influence the ways things are done
* Continuing support and encouragement from management and colleagues
* You will receive an individual development plan tailored to your goals.
* To make sure your career doesn’t stand will, we will be proactive about your development.
* We are looking for a motivated individual to join our team and we will value your involvement because it is our people who contribute to the welcoming ethos of our Parish

***Skills required***

* You will be working collaboratively to share your skills with those within the team
* With a strong administrative background, you will be capable of motivating yourself and inspiring and motivating you team.
* Your organisational, communication and negotiation skills will be used to their fullest potential
* You must have excellent leadership skills and have the ability to work with and get the best from a team
* The ideal candidate will be required to be fully computer literate as part of the role will involve maintaining a number of databases, collating information and running reports to ensure that the Parish has have access to up to date information on …...

***Job Specifics***

* As Administrator you will be the first point of contact across the benefice for services such as weddings, baptisms and funerals.
* Mostly responsible for their own work, the postholder will have the ability to develop and learn whilst in post and will be encouraged to participate in training, including developing their knowledge and understanding of…….

***Equalities Statement***

* We welcome applications from all sections of the community, particularly from underrepresented groups, including members of our black and minority ethnic (BME) communities

***Statements regarding the Parish / Team***

* Candidates will join a small but experienced Team for XX hours per week
* The church community has a loyal following and continues the tradition of

caring and supporting those living in the village