



**CAVERSHAM THAMESIDE  
AND MAPLEDURHAM**  
ST MARGARET • ST PETER • ST JOHN

## **Vacancy for a part-time Parish Administrator**

The parish of Caversham Thameside and Mapledurham is looking to recruit a part-time Parish Administrator to lead our administrative support.

Do you have a passion to ensure organisations run smoothly, with high quality external communication? Do you have excellent communication skills, and the ability to handle competing priorities whilst working on your own much of the time? Do you have experience working alongside someone in a leadership position?

If so, you could be the person we are looking for to lead our administrative support in our parish of three churches in north Reading. You will work with our ministry team of clergy, paid staff and volunteers and be our first point of contact for the parish.

You will need to be sympathetic to Christian belief & the vision and mission of our parish.

### **Hours and Remuneration**

- 20 hours per week, including some evening work. The precise days of work each week to be negotiated.
- £13,500-£14,500 per year

For further information use the QR code, or see our parish website [www.ctmparish.org.uk/about-us/news/](http://www.ctmparish.org.uk/about-us/news/), or email the Rector [rector@ctmparish.org.uk](mailto:rector@ctmparish.org.uk)



Closing date: 12 noon Thursday 27<sup>th</sup> June 2024

Interviews: Thursday 11<sup>th</sup> July 2024

An application for this post will only be valid with a completed application form. CV's on their own will not be accepted.