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**PARISH SUPPORT**

**TEAM ASSISTANT AND RECEPTIONIST**

ALRESFORD, WINCHESTER

Team Assistant

**Salary: £20,623 pa**

**(plus 15% pension contribution)**

The Parish Support Team exists to offer professional support and guidance to the clergy and volunteers of our 260 parishes across a diverse range of areas of work and expertise.

We now seek to appoint a highly proficient Team Assistant to support the daily workings of the Team.

The successful candidate will have excellent communication, IT and organisational skills, and have the ability to adapt quickly to a wide range of tasks.

Highly proficient in all Microsoft Office applications.

Receptionist

**Salary £20,623 pa**

**(plus 15% pension contribution)**

We are looking for a Receptionist for the Diocesan Office and Old Alresford Place Conference Centre acting as the first point of contact for visitors and hirers, responding to general enquiries and managing bookings and events including advising on facilities, costs and services.

Excellent customer service and front of house skills including a confident telephone manner and welcoming and friendly demeanour are essential. Hospitality industry experience would be advantageous.

* 35 hours a week with 25 days holiday per annum
* Application pack is available at: [www.winchester.anglican.org/vacancies/category/diocesan-office-vacancies/](http://www.winchester.anglican.org/vacancies/category/diocesan-office-vacancies/)
* Own transport essential due to our location

**Application closing date: 1.00 pm on Monday 28 August 19**

**Interview date: Tuesday 3 September 19**

CVs will not be accepted