**PASTORAL PLANNING ADMINISTRATOR**

**12 Month Fixed Term Contract 5 days per week (35 hours)**

**Home Working and Winchester Office (TBC)**

**Full time salary £25,849 p.a.**

**(plus 15% pension contribution on top of salary)**

Mission & Pastoral Planning in the Church of England is the formal of consultation process to agree changes to our parish structure. We are embarking on a significant programme of changes and restructuring in 2021 and therefore seek a highly competent administrator to support this critical area of work for a 12-month period.   
  
The successful candidate will have substantial process management experience, excellent IT skills, and high attention to detail.

* 5 days per week with 25 days holiday per annum
* Application pack is available at: [www.winchester.anglican.org/vacancies/](http://www.winchester.anglican.org/vacancies/)

**Application closing date: 1.00 pm on 18 Jan 2021**

**Interview date: w/o 25 January 2021**

CVs will not be accepted