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**ADMINISTRATIVE ASSISTANT**

Wolvesey, Winchester

**Part time (18 hours per week),**

**Salary £21,388 pa pro rata (approx £11,000 pa for part time role)**

**(plus 15% pension contribution)**

As part of the Senior Staff Support Team the role will work collaboratively with others to support the work of 4 principals: The Bishops of Winchester, Basingstoke and Southampton and the Archdeacon of Winchester.  Working together with colleagues to deliver high quality administrative support, process planning and delivery, and record-keeping.

This role offers an opportunity to work as part of this dynamic team, with involvement in a wide range of activities to support diocesan leadership. The successful candidate will be an exceptionally organised person with proven administrative skills, the capacity to solve problems independently and a friendly and collaborative approach to teamwork.

* Part time post, 18 hours a week Monday to Friday (working hours to be agreed)
* 12.5 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/)

**Application closing date: 1.00 pm on Monday 8th March**

**Interview date: Tuesday 16th March**

CVs will not be accepted