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**EXECUTIVE ASSISTANT**

Wolvesey, Winchester

**Full time, salary £25,849 pa**

**(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 a hospitable but robust person with an enquiring mind, a proactive approach, excellent inter-personal skills and proven administrative competence.

* 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/)

**Application closing date: 1.00 pm on Wednesday 3rd March**

**Interview date: Thursday 11th March**

CVs will not be accepted