



Diocese of Southwell & Nottingham

**Education Administrative Officer
(28 hours per week)
Starting Salary £11,880**

Applications are invited for this varied and interesting post based at the Diocesan Office in Southwell. The role's particular areas of focus are to give administrative support to the Children's Ministry Adviser and the Youth Ministry Adviser, and to process foundation governor appointments.

We are looking for a special person who

- has excellent organisational skills
- possesses a high standard of word processing ability
- is willing to adapt to new systems
- has a confident telephone manner
- can cope with occasional pressure
- is a team player

Sympathy with the aims and objectives of the Church of England is desirable.

Further details are available to download from our website www.southwell.anglican.org (follow the links to Education) or please contact Sheila Barker (Assistant to the Director of Education) for an information pack
sheilab@southwell.anglican.org
Tel: 01636 817235.

We welcome applications from suitably qualified people from all sections of the community, and strive to be an equal opportunity employer. CRB clearance is required for this post.

Closing date for applications Wednesday 25th June 2008
Shortlisting will take place on Thursday 26th June 2008 and interviews will be held on Thursday 3rd July 2008.

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