

Benefice of Kent Downs and Malling Team

A group of local churches working together

covering Addington, Birling, Leybourne, Offham, Ryarsh, Trottiscliffe and West Malling

TEAM ADMINISTRATOR (part-time)

Working as a focal point for the Kent Downs and Malling Team

Hours: 10 hours per week

Salary: £12.60 per hour (Real Living Wage)

We are looking for someone with good communication skills and experience in office administration. The role requires self-motivation and the ability to prioritise. The role is based in the Benefice Office at Leybourne Rectory and involves office and church administration on a broad range of tasks. The post holder will be the reference point for general enquiries and requests for baptism, weddings and funerals, and will provide appropriate administrative support to the clergy team and other volunteer leaders of the church.

The Benefice of Kent Downs and Malling Team is committed to safeguarding children, young people and vulnerable adults and to following the Church of England's guidance on Safer Recruitment. All appointments are subject to a DBS check.

For further details and to download an application form please visit our website, www.kentdownsmalling.church

Closing Date for the return of applications: 6 April 2025

Interviews will take place on Tuesday 29 April 2025