

## **Advert**

### **PA to the Area Dean of Blackpool and Vicar of The Trinity Parish**

#### **Role Purpose**

We are looking for a gifted, experienced and skilled administrator to come and join The Trinity Parish and Blackpool deanery on a flexible, part-time basis to support our ministry. The purpose of the role is to provide support in the day-to-day administrative and Missional work of the Vicar and Area Dean of Blackpool(Vicar/Area Dean) .

This post is key in enabling growth in the ministry and mission in Blackpool Deanery. In line with the Diocesan Vision, Healthy Churches Transforming Communities

As a faith-based organization and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills.

#### **Summary of Key Terms and Conditions.**

The role will be predominantly based in the church office of The Trinity Parish, located at St Mark's church, Westcliffe Drive, Blackpool, FY3 7HG.

The role is initially scoped for 16 hours a week, over 3 days with a minimum of 12 hours office based and flexible home working.

Contract basis, fixed term for 12 months.

Remuneration will be paid at £12/ hour.

For full details see [www.thetrinityparish.co.uk](http://www.thetrinityparish.co.uk) for the description.

***For an informal conversation about this post, please contact [Rev'd Peter Lillicrap vicar@thetrinityparish.co.uk](mailto:Rev'd Peter Lillicrap vicar@thetrinityparish.co.uk)***

Please submit your application as soon as possible and we will be in touch.