

**Benefice of the High Weald Churches**  
(Penshurst, Fordcombe and the Chiddingstone Churches)

**ADMINISTRATOR (Part-time)**

required to support the Clergy and parishes of Penshurst and the  
Chiddingstone Churches

14 working hours (equivalent 2 days) per week

SALARY: £9,000 p.a.  
plus home working allowance, NEST pension

The successful candidate will often be the first point of reference for  
parishioners and will need the ability to deal sensitively with a variety of  
people.

The person appointed will need to demonstrate good organisational and  
IT skills, with the ability to work both independently or as part of a team.

Full details of the role, person specification and how to apply at:  
[www.penshurstchurch.org](http://www.penshurstchurch.org)

Closing date for applications 31 October 2021

The Benefice takes safety of everyone within the church seriously and expects  
that any applicant will work within the church safeguarding policy and undergo  
an enhanced DBS check. Applicants should preferably be communicant members  
of the Church of England.