

The Parish of Whitton

*Serving the communities and churches of Aldbourne, Axford, Baydon,
Chilton Foliat, Froxfield & Ramsbury*

**We are recruiting for the following two posts,
based in our Team Office in Ramsbury:**

ADMINISTRATOR & COMMUNICATIONS OFFICER

Four hours per week

The role will include:

- Publicity (*online and offline*)
- Admin support for clergy and worship leaders
- Maintaining databases on Sharepoint
- Responding to telephone & email enquiries

FABRIC & FINANCE OFFICER

Seven hours per week, ideally across 2 days

The role will include:

- Invoicing
- Processing churchyard applications
- Church Rooms Management, *including overseeing maintenance; liaising with bookings co-ordinator and cleaner*
- Ordering supplies
- Support for our treasurers as needed, possibly *becoming bookkeeper for one of our smaller churches*
- Support for Local Church Committees in regard to building and churchyard projects
- Responding to telephone & email enquiries

For further information about either or both posts, including remuneration and how to apply, please contact the Team Rector, the Revd. Beth Hutton (whittonteamrector@gmail.com or 01672 520235). Safer recruitment procedures apply.