

## Benefice Administrator

We are seeking to appoint an experienced Administrator to provide administrative support to the clergy and staff team, primarily supporting weddings, funerals and baptisms throughout the benefice, and being the first point of contact and initial follow-up in the St John's Church building for general enquiries from the community we serve, regular members and other building users.

St John's is a growing and vibrant church situated in the heart of the thriving village of Hartley Wintney in NE Hampshire. The Benefice includes All Saints' Dogmersfield and St Mary's Winchfield as well as St John's.

This is a key 'front of house' role for the Church, helping to ensure the effective administration of key life events and as such is an important part of the Church's outreach and support to the whole community.

### The successful candidate will:

- Be able to provide a friendly and efficient welcome, dealing effectively with a wide range of enquiries.
- Have strong IT skills including experience of Microsoft Office packages.
- Be an effective administrator with good attention to detail.
- Be able to meet deadlines whilst dealing with concurrent tasks.
- Have an appreciation and understanding of parish life and commitment to the church (both general and particular) and its mission and vision.
- Ability to be flexible and work unsupervised.

The post holder must be willing to work under the vision and values of St John's and be sympathetic to the teachings of Jesus and the mission of the church. Applicants must be legally entitled to work in the UK and contract will be subject to an Enhanced DBS clearance.

The position will be 20 hours per week with a salary of c. £13,000 per annum with 25 days annual leave.

### How to apply

Send your CV with a covering letter and details of two referees to Lisa Walker at [lisa.walker@stjohnshw.org.uk](mailto:lisa.walker@stjohnshw.org.uk) St John's Church, Fleet Road, Hartley Wintney, Hook, Hampshire, RG27 8ED.

For more information about the role please contact Lisa Walker, Clergy PA to access a full job description.

Closing date for applications 26<sup>th</sup> May, 2026. Interviews w/c 1<sup>st</sup> June, 2026.

May 2026

### The Parish of St John's Hartley Wintney

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