

Vacancy for a PA to the Archdeacon of St. Albans.

The Diocese is currently advertising for a new PA for the Archdeacon of St Albans (on the retirement of his current PA). This is a flexible, part time, 20 hr per week, role based in the Archdeacon's office in St Albans. The successful candidate will need experience of providing administrative support at a senior level for this busy and varied role. Good interpersonal and IT skills are essential, as is the ability to work independently on your own initiative, prioritising tasks as necessary.

Closing date: 12 noon 13th October 2025

Interviews: 24th October 2025

For further information please go to

<https://www.stalbansdiocese.org/vacancies/pa-to-the-archdeacon-of-st-albans/>