

Vacancy: Benefice Administrator – Sarratt and Chipperfield

The Benefice of Holy Cross, Sarratt and St. Paul's, Chipperfield is seeking an enthusiastic, motivated, and highly organised person to join the team as a part-time **Benefice Administrator**.

The role sits at the heart of parish life and offers a unique opportunity to play a key part in supporting both parish missions and day-to-day operations serving the local community.

The role involves providing comprehensive support to the Rector and Churchwardens in all administrative matters within the parishes, including secretarial and office management duties. Some previous secretarial or administrative experience is therefore essential. Honesty and the ability to maintain confidentiality are essential.

The ideal candidate will demonstrate strong administrative skills, efficiency and excellent interpersonal abilities along with a good IT proficiency. A good working knowledge of Word, Excel, and Outlook is essential. They must have a willingness to understand and support the vision and objectives of the Christian Church and Church of England.

Hours of work: 16 per week, flexible over 3 days (Monday to Friday)

Salary: £14 - £16 per hour, depending on experience.

The post will be subject to a basic DBS check and will report to the Rector and PCC's.

References will be taken up after interview. Please indicate clearly if anyone may not be approached at this stage.

If you would like to apply for this position, please email your CV to rectorchipperfieldsarratt@outlook.com by the **closing date of 8th December 2025**.

Please note: Applicants must have current permission to work in the UK and be able to provide proof of eligibility.

Our recruitment process will comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. You can request to know how your personal data will be used.