



Making Jesus Known in Westbury, Dilton Marsh, Westbury Leigh and Brokerswood

Team Administrator of the White Horse Team

The White Horse Team includes the Parishes of Westbury and Dilton Marsh and located in West Wiltshire, approximately 30 minutes' drive from Bath and 40 minutes from Salisbury. Westbury is a town with a population of about 18,000. Westbury benefits from excellent rail links and the church is around 15 minutes' walk from the station. There is limited parking available at the church.

About the White Horse Team

Within the team we have a Rector, 2 Licensed Lay Ministers and three active retired clergy. We are currently recruiting a Team Vicar following the move to the Diocese of Truro by our former Team Vicar. The Team Rector is currently supported by a PA for 5 hours per week.

The Role

We are looking for a part-time Administrator to support both our parishes with a range of essential tasks such as managing the documentation, arrangements and fees for life events (baptisms, weddings, funerals and burials of ashes) and supporting communication within the Team with our weekly printed newsletter. This is a key role which requires good people skills, attention to detail and a good working knowledge of IT, including Office 365 for email, spreadsheets etc. Our Team Administrator is at the centre of much of our Team life, and it is essential that the post-holder has excellent communication skills, is well organised and efficient. They need to have good interpersonal skills and be able to manage a wide range of tasks at any one time.

We are looking for a self-starter with a good range of skills to work 15 hours a week. The role can be carried out at home or in the Team Office located in the Parish Hall next to All Saints' Church. Place of work, dates and times will be agreed with the successful candidate. You do not need to be a Christian, but we would ask that you are sympathetic to and supportive of the work of the Church and the Church of England.

What we offer

- The role is paid at £12.71 per hour.
- There are 5 weeks paid holiday (pro rata).
- Flexible hours and work location.
- Small friendly team.
- Valuable work supporting the community life of Westbury and Dilton Marsh.
- Opportunity for you to use your skills and experience creatively.

What we are looking for

- Confident user of Office365 products (Word, Excel, Publisher, PowerPoint).
- Experience of design packages such as Canva.
- Someone with good organisational skills and an ability to prioritise their workload.
- Good written English.
- Due to the sensitive nature of some of the work you must be discrete and protect confidential information.

Application process

Please send

- Your curriculum vitae
- A covering letter which outlines the skills and experience which makes you a suitable candidate for the position

We encourage potential candidates to discuss the role before applying. If you would like to do this, please contact Rebecca Harris at TeamRector@whtministry.org.uk to arrange a time for a discussion.

The closing date for applications is **Sunday 15 March 2026 at 6.00 pm** and should be sent in Microsoft Word or PDF to TeamRector@whtministry.org.uk .

The interviews for the role will be on **Wednesday 25 March 2026** and will consist of some practical tasks as well as a discussion with the recruitment panel. Please note that due to the availability of the interview panel this is the only date available.