



Diocese
of Salisbury

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

Personal Assistant to the Team Rector of the White Horse Team

All Saints' Church is a fine 14th century grade 1 listed building in the centre of Westbury, a town with a population of about 18,000.

Westbury is located in West Wiltshire, and approximately 30 minutes' drive from Bath and 40 minutes from Salisbury. There is limited parking available at the church. Westbury benefits from excellent rail links and the church is approximately 15 minutes' walk from the station.

About the White Horse Team

The White Horse Team is made up of the Parishes of Westbury and Dilton Marsh. Within the team we have a Rector, Team Vicar, Lay Readers and three active retired clergy.

We have a part time Team Administrator who supports both parishes in a range of essential tasks such as managing fees for life events and supporting communication with our weekly printed newsletter.

Westbury is a busy parish with areas of high deprivation. The Team Rector is heavily involved in the life of the community as school governor, supporting families at life events such as baptisms, marriages and funerals and community initiatives such as Crosspoint.

In 2025 we were fortunate to receive funding from Fulmer Charitable Trust to enable us to employ additional support for the Team Rector for three years. We are looking for a self-starter with a wide range of skills to support Revd Rebecca for 5 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. You do not need to be a Christian, but we would ask that you are sympathetic to the work of the Church and the Church of England.

What we offer

- The role is paid at £12.71 per hour.
- There are 28 days paid holiday (pro rata).
- Flexible hours and work location.
- Small friendly team.
- Valuable work supporting the community life of Westbury.
- Opportunity for you to use your skills and experience creatively.
- A laptop for the duration of the role.

What we are looking for

- Confident user of Microsoft products (Word, Excel, Publisher, PowerPoint)
- Experience of design packages such as Canva
- 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
- Create a poster for an event taking place at the Church in the coming months.

The interviews for the role will be on **Tuesday 2 June** and will consist of a practical task 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.

For an informal discussion about the role please contact the Revd Rebecca Harris, Team Rector teamrector@whtministry.org.uk to whom applications should be sent by **6pm Monday 25 May**.
