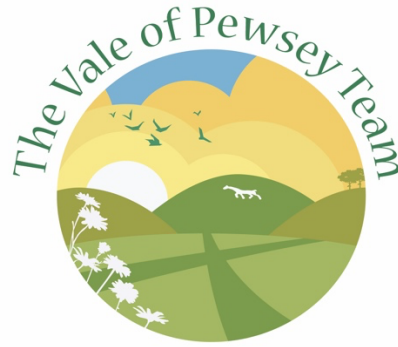




JOB VACANCY

The Vale of Pewsey Team of Churches

PART TIME ADMINISTRATOR (Self Employed)

Can you help us to help others?

Our Team Administrator plays a central role in supporting our churches, facilitating good communications and helping to enable ministry, worship, outreach and pastoral care for everyone who lives or visits this beautiful area.

The role is home based (within the Pewsey Vale), 15 hours per week, (£13.45 per hour) Hours are flexible across the week with occasional evening meetings required.

We are looking for someone who has proven administrative experience and confident in managing multiple tasks. Excellent organisational skills, good time management with great attention to detail.

If you are interested in the role, please email team.office@valeofpewsey.org for an application form and full job description.

Closing date for completed applications: Monday 10th August 2026
Interview date: Wednesday 19th August 2026