

Mission Community of

Littleham • Holy Trinity Exmouth • Lympstone

Team Rector: Revd James Hutchings

Holy Trinity Church, Rolle Road, Exmouth, EX8 2AB

Telephone: 01395 263681. Email: hutchingsjames@sky.com



WOULD YOU LIKE TO WORK IN A FULFILLING AND DEMANDING ROLE IN OUR MISSION COMMUNITY?

The Mission Community of Littleham-cum-Exmouth with Lympstone wishes to appoint an **Administrator**. This post will be key to ensuring excellent communications in our diverse and active team of three churches. *We are re-advertising following the retirement of Kathy Whitehead and the resignation of Angela Jones.*

You will be the first point of contact for telephone, email or online enquiries and you will be the face of the mission community for visitors to the office. You will provide administrative support to the clergy, church officers and volunteers.

This is a stimulating role in which you will act as an ambassador for the Christian identity of the Mission Community. To undertake this you will need excellent communication, organisational and interpersonal skills.

£15,600pa for a 30 hour week (£18,200 full time equivalent), and 5 weeks holiday.

If you are interested and would like to receive a job description and person specification please call 01395 263681, or email office@exmouthcoastalchurches.org.uk.

Please apply by sending a CV and covering letter, by Monday 17th September, to: Church Office, Holy Trinity Church, Rolle Rd, Exmouth EX8 2AB or office@exmouthcoastalchurches.org.uk.

Interviews for shortlisted candidates will take place on the morning of Monday 24th September

Our vision is "To know God, to show God, to share God"

The Mission Community is the team of Church of England churches in the parishes of Littleham-cum-Exmouth and Lympstone