



Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

Assistant to the Archdeacon of Barnstaple – (part-time)

An exciting opportunity has arisen for an experienced administrator to work with Archdeacon to provide an efficient and effective administrative and organisational support service that promotes effective communication internally and externally with archdeaconries, deaneries, parishes and key stakeholders.

The Diocese of Exeter is currently operating a hybrid pattern of office- and home-based working; as we emerge from the pandemic, the normal place of work will be diocesan offices, combined with some home working. There is the expectation of occasional travel throughout the county of Devon, very occasionally on evenings and at weekends.

If you would like to find out more information including Role Description and Person Specification and to apply for the role, then please follow the link to the Church of England Pathways recruitment website

<https://pathways.churchofengland.org/job/pathways/3900/assistant-to-the-archdeacon-of-barnstaple>

Salary - £21,500 - £23,250 (1.0 FTE) depending on experience

Hours – Part-time hours (0.44 FTE - 16 hours per week, 4 hours a day for 4 working days)

Location: To be agreed

Closing date for applications **Wednesday 22 February 2023**

Interviews will be held **Tuesday 7 March 2023**

All applications will be processed through the Church of England Pathways Recruitment website.