

ADMINISTRATOR

Derbyshire Rural Chaplaincy



Offering Spiritual and Pastoral support to the Agricultural and Rural Community

- Salary:** £30,000 (full time equivalent)
- Hours:** 30 hours per week (0.8). Flexible working hours to provide admin cover throughout the week with occasional weekends and evenings.
- Contract:** 3-year fixed term contract (Subject to a 6-month probationary period)
- Benefits:** Pension and statutory holiday entitlement
- Location:** Home working, plus working out of the Agricultural Business Centre in Bakewell once a month and occasional travel across Derbyshire

About the Role:

This is an exciting post to support the Derbyshire Rural Chaplaincy team (DRC) develop new and existing mission and ministry opportunities that engage with the agricultural and rural community in Derbyshire. The Chaplaincy team seek to be distinctively Christian in their approach and witness as they support and encourage all current and retired members of the farming sector in the midst of the ongoing challenges they face.

- You will be a gifted and experienced administrator.
- You will provide dedicated administrative support to the Lead Agricultural Chaplain and the DRC Steering Group.
- You will be a first point of contact for people and organizations contacting the DRC.
- You will assist in coordinating special events and worship services organized by the Rural Chaplaincy team and with the rural church.
- You will have experience of working or living in a rural setting and ideally have a good understanding of issues that relate to the agricultural community.
- You will need to be enthusiastic, creative, approachable, and able to handle confidential information in an appropriate manner.

Want to know more? Contact:

Rev Phil Mitchell (Lead Chaplain) mobile: 07710 088972
email: phil@derbyshireruralchaplaincy.org.uk

The application pack can be downloaded from the DRC website:
www.derbyshireruralchaplaincy.org.uk



Closing date for applications: Wednesday 8th April at 5pm
Interview date: Tuesday 21st April

Completed Applications to be returned to: phil@derbyshireruralchaplaincy.org.uk
or posted to: Kiosk 10, Derbyshire Rural Chaplaincy, Agricultural Business Centre,
Agricultural Way, Bakewell, DE45 1AH