

# Caerphilly and Aber Ministry Area



St Ilan St Martin St Andrew St Catherine

<https://beneficeofglwysilanandcaerphilly.org.uk/>

Registered Charity Number 1131172

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## **Administration Assistant**

The Caerphilly and Aber Valley Ministry Area (MA) is looking for a bright and enthusiastic person to assist the leadership team with administration of this very busy Ministry Area, and help in taking forward our Mission of "Serving God, Creation and Community". The role requires excellent communication and inter-personal skills at all levels, together with proven track record of collaborative team working.

### **Details of position**

**Hours:** negotiable up to 37.5 hours per week

**Salary:** £18-20k pro-rata (plus 6% pension contribution).

**Contract:** Initial fixed term of 1 year, option to re-appoint after that, probationary period of 3 months.

**Annual leave:** pro-rata up to 25 days p.a. plus bank holidays.

**Reports to:** Operations Manager – with requirement to cover maternity leave in the short term

Further particulars on application by e-mail to [impact.eandc@gmail.com](mailto:impact.eandc@gmail.com)

Closing Date: **8<sup>th</sup> July 2022**