

Job Opportunity for a Benefice Administrator in the anglican churches of St Martins, St Nicholas and All Souls church (the Benefice of Cheriton with Newington)

We seek a dedicated and focused person to run the administrative life of our community of three local churches and to be our first point of contact for enquiries from the local community seeking access to our services.

The work involved is varied with scope to shape it to your own needs, subject to some legal processes.

Aims of the post

- To provide a quality, sensitive service to the benefice as the first point of contact with the church, to the public and organisations.
- To assist in the handling of benefice administrative work, associated with church services and the occasional offices (baptism, weddings and funerals).
- To assist communication with office holders and people of the church to enable the above.

Working Hours & Provisions

- 14 hours weekly, on a pattern suitable to the successful candidate, with flexibility.
- Salary £780 per calendar month
- 4 weeks holiday leave, according to the hours worked.

Is this you?

If this outline resonates with you, we would love to hear from you on the contact details below for an application pack.

This role is ideal for those looking to fit work around school times, who have recently retired from full time employment, looking to supplement a household income, and many others.

We offer a friendly and fun community across our three differently charactered churches and a gentle-hearted but purpose-filled place to work.

If you would like to visit and see the place of work before or during application please do contact us on the details below.

For all enquiries

Rev Zoe Crofts

St Martins Rectory, Horn Street,
Cheriton, CT20 3JJ

Email: cheritonbenefice@outlook.com

Closing Date: 27th February 2026

Interviewing from: 9th March 2026