



2x Synod Area Administrator (1x Surrey and Sussex Synod Area, 1x Kent and East Sussex Synod Area)

Part time - 15 hours per week. £14 per hour (£10,920 pa).

This is an initial fixed term post for 12 months.

Southern Synod are looking for two administratively efficient and personable individuals to support the Synod Area leaders and the churches, while maintaining a high level of confidentiality. The role is predominantly home-based and the nature of the work will involve a degree of flexibility in time allocation during the week, including occasional evening or weekend work.

Main responsibilities:

1. Administer Area and related meetings:
 - a) Preparing and circulating agendas and taking minutes
 - b) Organising venues
 - c) Completing follow up actions at the direction of the meeting Chair
2. Liaise with churches in maintaining Synod Area databases and records, and promoting communications.
3. Assist and monitor churches in maintaining compliance with statutory and URC expectations.
4. Support administratively other initiatives as agreed with the Synod Area Officers. In all the above, to liaise with other URC staff and ecumenical colleagues where required.

Please email the Moderator's PA at modpa@urcsouthern.org.uk for the job description and application form.
Closing date is noon 1st May 2024. Interviews will be on 7th May with the appointment to start as soon as possible.