

CERES KEMBACK & SPRINGFIELD LINKED WITH EAST FIFE RURAL PARISH ADVERT FOR ADMINISTRATIVE SUPPORT OFFICER TO MINISTRY TEAM

Introduction

The linked charge of Ceres Kemback & Springfield and East Fife Rural Parish are seeking to recruit a part time Administrative Support Officer to support the Ministry Team for the charge. The team consists of Rev Jane Barron and Rev Michael Allardice. The part time post is a new post and will be subject to review and development in the first year. The post will require some working at home and at designated locations across the parish. It is an opportunity to be part of the team helping the new linkage to serve the communities covered by the Parish.

Requirements For The Post

The post holder will require to have the following:

- Experience of administrative work not necessarily in a church setting.
- Up to date and relevant IT skills and are interested in developing the use of IT in a new parish.
- Be used to working on their own initiative as well as under the direction of their line manager.
- Enjoy working with people across the parish with ministers, members of the congregations and the communities the parish serves.

Conditions of Employment

- Hours of employment – 10 hours per week subject to review.
- Salary - £14.00 per hour.
- Trial period – three months from date of employment.
- Review period – an initial six months and annually thereafter.
- Line Manager – Rev Jane Barron
- Holiday Entitlement – Statutory entitlement of 20 days and 8 public holidays pro rata to the hours worked.
- Notice – three months by either party.

Further Information

Informal enquiries – Mr David Hughes-Hallett, Session Clerk on 01334 829333

Formal application form and job description can be obtained from Mrs Sarah Wood at sarah@silverandgray.com

Completed application forms to be emailed to Mr David Hughes-Hallett, Session Clerk at david@hugheshallett.co.uk

Closing date for applications - 10th April 2026