**Executive Assistant to the Director of Ministry & Discipleship and Team**

This is a new role in a new team in the Diocese, supporting us as we journey together to become ***a rejuvenating community****of****Jesus-centred****,****Kingdom-seeking******disciples****.*

The Ministry & Discipleship Team is a key central team helping our parishes and schools in fulfilling this vision and implementing our new three stranded strategy of rejuvenation.

We are looking for a person with who can come and bring efficient and cheerful administrative organisation and support to the Director and beyond into the wider team.

They will be a flexible team player who is multi skilled and can multitask, bringing hospitality and organisational hard work and flair to the range of people we serve across the area. We have purposefully kept this role to between 24-35 hours a week to find the best candidate to suit your needs and ours. If you are looking for a challenging role serving a worthwhile vision then we would really like to speak with you.

It’s an exciting time to join us as we launch a major new phase of missional work for rejuvenation and growth across the Diocese, supported by a recent award of £5.3m funding by the SMMI Board.

Please email your potential Director at [andrew.hargreaves@portsmouth.anglican.org](mailto:andrew.hargreaves@portsmouth.anglican.org), if you would like to know more.

Deadline for applications: 3 December 2024

Interviews to be held on: 11 December 2024