



**DIOCESE of OXFORD**

*A Christ-like Church for the sake of God's world*

### **Administrator vacancies in Kidlington**

The Diocese of Oxford is seeking three exceptional administrators to join the team in Kidlington for the following new roles:

**Development Fund Administrator – 22.5 hrs per week, salary £28,467 - £30,657 pro rata per annum**

As part of this new and exciting role, you will support our 615 local parishes with a wide range of creative and exciting Development Fund applications which make a real difference in their community.

**HR & Safeguarding Team Administrator – Initially 19 hrs per week with potential to increase to 25 hours, salary £24,763 - £26,668 pro rata per annum**

We are looking for an experienced and self-motivated administrator with a 'can-do' attitude to provide administrative support to the Director of Human Resources & Safeguarding and the wider team.

**New Congregations Administrator – 30 hrs per week, salary £24,763 - £26,668 pro-rata per annum**

Providing administrative support to the Director of New Congregations and the wider team as they work towards the ambitious target of creating 750 new congregations across the Diocese of Oxford.

**More information about these roles, including how to apply, is available on our website at [www.oxford.anglican.org/vacancies](http://www.oxford.anglican.org/vacancies)**