



Secretarial Assistant at the United Church Winchester.

The United Church Winchester is an ecumenical church formed in 1974. We meet in a Grade II listed building in Jewry Street which was refurbished in 1989-1991 to include a hall, meeting rooms and a coffee bar. Many groups use the building for meetings, rehearsals, concerts, meals, health clinics and fitness activities. More information about the Church can be found on the website www.ucw.org.uk.

The Secretarial Assistant will be responsible for providing secretarial support for Minister and Church Council including production of the weekly Spotlight news sheet, updating external notice boards and dealing with incoming calls/emails.

The hours will total 10 per week and it is anticipated this will be made up of 1 day of 5 hours (normally Friday) with the other 5 hours to be agreed.

Salary will be £481 per month (equivalent to £11.1 per hour) with statutory holiday and pension benefits.

Closing date for applications is 20.11.2022

Interviews will be held 28.11.2021 to 02.12.2022

For an application pack including a full job specification email office@ucw.org.uk