



**The Benefice Duddon Estuary & Low Furness Churches is looking for a**

## **Benefice Administrator**

### **who will**

Support the clergy, Benefice Leadership Team and PCC officers in the overall running of the churches as required

Develop and maintain effective communications systems across the churches, using traditional and electronic means.

Manage the churches' interface with the public, including managing the phone lines, email accounts, mailing lists, email groups, websites, Life Events Diary social networking including Facebook; A Church Near You; etc.

Compile the church calendars to include services and events and, where appropriate, to manage clergy diaries.

Prepare the service rotas for clergy and lay ministers and the weekly Benefice family news.

Carry out a variety of other tasks in the support of the Benefice

This is a part-time position - 20 hours per week

Salary £35,795 FTE (£18,168.57 pro rata) plus 15% non-contributory pension

**Closing date** for Applications: Monday 8<sup>th</sup> June 2026 (midnight)

**Interviews:** Thursday 9<sup>th</sup> July 2026

For the Role Description & Application form please visit  
<https://www.carlisediocese.org.uk/vacancies>