



Upper Eden Benefice Administrator

The Benefice of Upper Eden is looking for an

Administrator

who will

- Provide administrative support to the Priest in Charge, clergy and officers of local churches in connection with the business of the Benefice and Mission Community hub.
- Provide end-to-end management of wedding and funeral ministry, and applications for monumental inscriptions, across the benefice.
- Develop and maintain effective communications with the parishes of the Benefice, their PCCs and officers, by traditional and electronic means.
- Support meetings of ministers, or other groups as may be developed or are relevant to the Administrator's functions.

This is a part-time position – 17.5 hours per week.

Salary: £31,795 FTE (£15, 897.49 pro rata) + 15% non-contributory pension

Closing date for applications: Monday 1st June 2026 at Midnight.
Interviews: Between 9th to 11th June 2026

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

