

**Team Administrator**  
**Lordsbridge Team of Churches**

We are seeking a highly organised, skilled person to serve as Team Administrator for the Lordsbridge Team of Churches. The Team Administrator has a pivotal role in the smooth running of the benefice, supporting and enabling the Team's varied ministries.

The Lordsbridge Team is made up of 11 Church of England parishes just to the West of Cambridge. It is led by the Rector and 3 Team Vicars and is supported by a wide group of other ministers.

We are looking for someone who is:

- Committed to the vision of The Lordsbridge Team.
- Enthusiastic, energetic and possessing a good sense of humour.
- Excellent with detail and has strong organisational skills.
- Able to work on own initiative and manage a busy workload.
- A completer/finisher, implementer, team player.
- Someone who is a good relationship builder and communicator.

For the full job description and an application form, please go to [www.lordsbridge.org](http://www.lordsbridge.org)

Applications should be returned to Rebecca Herrick: [rebeccaherrick@lordsbridge.org](mailto:rebeccaherrick@lordsbridge.org)

Deadline for applications: 12noon, Monday 23<sup>rd</sup> June.

Interviews will be on Tuesday 1<sup>st</sup> July.