



*"where the river flows everything will live"*

October 2021

Dear Applicant,

**Re: Part time Administrative Assistant for the Parish of Tidenham**

Thank you for your interest in the above position. I am pleased to be able to direct you to the Parish of Tidenham Website [www.tidenhamparishchurch.co.uk](http://www.tidenhamparishchurch.co.uk) where you should find the Job Description & Person Specification along with an application form for this post that has recently become available. Alongside these documents you will also find the Annual Reports for 2019 and 2020 which just gives some more details regarding the goings on in the Parish pre Covid as well as during the last 18 months or so.

All application forms MUST be completed electronically as a Word and PDF document. The deadline for us to receive completed applications is Sunday 31 October 2021. Interviews will be held on either Monday 15<sup>th</sup> November 2021.

Previous applicants for this position are welcome to apply. If you would like further details about the role then please email me at [DTRevd@aol.com](mailto:DTRevd@aol.com) and I will get back to you as soon as possible. If I am unavailable then someone else will be in touch.

Wishing you all the very best as you consider this position.

Kind regards,  
David

Revd David Treharne

*Vicar of Tidenham with Beachley and Lancaut and Priest in Charge of St Briavels with Hewelsfield and Brockweir.*

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