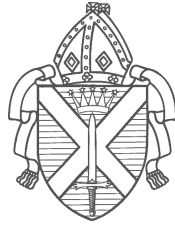


DIOCESE OF ST ALBANS



**The Rt Revd Paul Bayes, Bishop of Hertford
is seeking a full-time Personal Assistant/Researcher
to support and resource his ministry**

The postholder will be based at the Bishop's office in Knebworth, Herts

The successful candidate will provide administrative and secretarial support for the Bishop, and will also undertake general research to equip him for his public ministry both written and spoken. She or he will be efficient, organised, confidential and discreet and able to work independently in a quiet office

Starting salary £20,535

For further details please email bishophertford@stalbans.anglican.org
Or write to: The Bishop of Hertford, Bishopswood, 3 Stobarts Close,
Knebworth, Herts SG3 6ND

Potential candidates are welcome to telephone the present postholder,
Mrs Pip Austin, for informal conversation about the post if they so wish
01438 817260

Closing date: 18 March 2011 Interviews: 8 April 2011

Appointment to this position is subject to satisfactory enhanced disclosure via the
Criminal Records Bureau