



The Parish of Corbridge St. Andrew with Halton and Newton Hall  
St. Andrew's Cottage, Hill Street, Corbridge. NE45 5AA

Thank you for your interest in the post of Parish Administrator for the Parish of Corbridge.

Please note that all applications must be received by **noon on Friday 12<sup>th</sup> July**  
Interviews will be held on **Monday 22<sup>nd</sup> July**

I enclose an Application Pack for the post and wish you every success.

- Application Form
- Job Description and Person Specification
- Data Privacy Notice
- Safeguarding Policy
- Recruitment of Ex-Offenders Policy

If successful you will be engaged on a self-employed basis by the PCC (the Parish Church Council) of the Parish of St. Andrew, Corbridge and will be provided with an agreement for signature as soon as a final decision has been reached. Information about our Parish, including PCC policies, can be found on our parish website [www.corbridgechurch.org.uk](http://www.corbridgechurch.org.uk)

Yours sincerely,

The Revd Canon David Kennedy