

March 2021

Dear Applicant

**RE: EXECUTIVE ASSISTANT TO THE SENIOR MINISTER AND CORE TEAM**

Thank you for your interest in becoming the Executive Assistant to the Senior Minister and Core Team at Upton Vale.

Upton Vale is a church in Torquay, Devon which belongs to the Baptist family of churches. It has had an influential role in the town and denomination for over 150 years and is coming out of lockdown with a gathering sense of renewed purpose and vision for the future.

Please find attached the job description, person specification and application form with details of how to apply. If you would like to have an informal conversation, please contact Sue Maloney, our Church Officer Manager, at [recruitment@uptonvale.org.uk](mailto:recruitment@uptonvale.org.uk) or 01803 400403 to arrange a chat with myself. The closing date for applications is Monday, 19 April and interviews will be held on Monday, 26 April.

As we come out of Covid-19 restrictions, the challenges facing the church and community are enormous and the need to have a well-supported, resourced and focussed church leadership team has never been greater. We are looking and praying for a candidate who knows they are called for such a time as this.

I hope to hear from you.

Yours faithfully



Andy Hickford  
Senior Minister

Encs