

HEATON MOOR UNITED CHURCH

(Methodist/United Reformed)

**Church Administrator/Receptionist**

We are looking for a bright, enthusiastic and reliable person with good communication and computer skills, who is reliable, flexible and able to work under pressure, to support our Minister, Family Worker and Leadership Team and to be a ‘welcoming face’ for the Church.

The successful applicant will work for 20 hours per week spread over 4 or 5 days with one of those being Friday and ‘core hours’ of 10:00-12:00 on each working day. They will be paid at a rate of £11 per hour and have approximately 5 weeks paid holidays.

For more information and an application form please go to the Church website or contact [roymdsouthern@gmail.com](mailto:roymdsouthern@gmail.com) to whom completed applications should be submitted. The closing date for the receipt of applications is Wednesday 14 November, with shortlisting on the following day and interviews in the afternoon of Friday 16 November 2018. This short timescale is needed to enable us to have someone in post by the beginning of January.

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