

The Sheffield Church of the Nazarene
Registered with Charity Commission Number 1159621

ADMINISTRATOR NEEDED

To provide a range of administrative support to a busy church and community centre in Heeley.

The role involves undertaking a range of tasks to ensure the smooth and safe-running of the church and community centre. Specific tasks will be tailored to the successful candidate's skills, abilities and experience.

£20,458.58 p/a pro rata

10 hours per week

7.6 weeks holiday p/a pro rata

Permanent contract

Closing date: 7 February 2021

Full details are in the application pack, found on the website or on request.

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www.sheffieldnazarene.org