



Administrator for Churches Together in Cumbria

We seek to appoint an Administrator to support the work of the **Executive Council**. Excellent organisational, minute-taking and computer/IT skills are essential.

This post is for **12** hours a week and for 12 months in the first instance. It is home-based, with some travel to meetings, and office equipment will be provided.

Salary: **£10.76** per hour

Job description, person specification and application form can be downloaded from www.churchestogethercumbria.co.uk

For enquiries about this post email dardesk@aol.com

Closing date **2 January 2018**