

SITUATION VACANT

Trust Secretary, Yorkshire –

Part time – 20 hours pw

Salary £19,026pa /Permanent

Based at the offices of the Yorkshire Synod of the United Reformed Church in Morley, Leeds.



Responsibilities include

- Carrying out the responsibilities attached to the post of Company Secretary
- Acting as Secretary to the Annual General Meetings of the Trust Companies
- Preparing Trust papers and agendas
- Being the principal point of contact with the Synod's solicitors
- Working with the Property Officer to take the lead in transactions relating to land and property

We are looking for someone who is:

- An excellent administrator
- Educated to degree level or equivalent
- Able to prioritise work in the face of conflicting demands
- Familiar with church structures
- Able to represent the Synod and the United Reformed Church

**Application pack available from the Synod Office -
office@urcyorkshire.org.uk**

Closing date for applications: Noon, 30th September 2019.

Interviews: 16th October 2019 at the Synod Office