



Stainbeck United Reformed Church
and
West Park United Reformed Church
Leeds
are looking for an
Administrator

We wish to jointly appoint an administrator to join our team of volunteers and ministers in maintaining our current programme of activities and further developing our mission to our local communities

The administrator will primarily support our churches in relation to room bookings, compliance requirements and supplies replenishment

This role will suit a proactive person with excellent administrative, computer and communication skills and willing to work on their own initiative

We are seeking a self-employed person
Pay will be at a weekly rate of £240
(Based on £16/hour for an average 15 hour week)
This package is negotiable for the right person

Closing date for applications 31 March 2025 with interviews held
week beginning 7 April

To express an interest or for more information please contact Revd
Angela Hughes:

☎ 07752 904317

✉ angela.hughes1@icloud.com