



WORKPLACE MINISTRY Administrator & Business Support



Have you a **PASSION** for **MISSION** in the **WORKPLACE?**

WM is a vibrant ecumenical Christian ministry supporting the engagement of the Churches with the economy in Hertfordshire & Bedfordshire.

WM is looking for an energetic individual to be part of a growing ecumenical team. This is a new post is based mainly at 41, Holywell Hill, St Albans, AL1 1HE. The person appointed will be required to set up a new office and administrative procedures as well as provide support to the Director and a small ecumenical team.

The post is part time (max 16 hours per week) The person appointed will need to be auto- directive, competent in Microsoft Office, Word, Excel and Powerpoint. Recent evidence of book keeping and payroll is essential. The hours are negotiable but the person appointed will require sufficient flexibility to attend evening meetings and the occasional mid week or weekend conference.

The hourly rate is between £8 -12ph dependent upon experience.

For a Job Description/Person Specification and further details please E-mail directorepi@yahoo.co.uk together with your CV.

The closing date for applications is December 15th.