

The **Methodist** Church

Advertisement

Bishop Street Methodist Church

Centre Administrator

An opportunity to work in a busy city centre church, by overseeing room bookings, providing practical support to the user groups and tenants, responding to enquiries, organising publicity for Bishop Street church and overseeing maintenance and upkeep of the premises.

Start date: 1st October 2019

Hours: 20 hours a week, flexible as agreed

Salary: £13.48 an hour

For an application form and further information please contact:

adminpost2019@bishopstreetchurch.org.uk

0116 255 4111

Please return your application to:

Centre Administrator post
Bishop Street Methodist Church
10a Bishop Street
Town Hall Square
Leicester
LE1 6AF

Closing date for application: Saturday 10th August 2019

Interviews: Wednesday September 4th 2019

Start date: October 1st 2019