

## Administrator

12 month fixed term contract. Part time: 21 hours per week (*may include occasional evenings or weekends*) Salary £24,572 + £3,940 London weighting, *pro rata*

All Souls Serve the City (ASSTC) work to reach and support people who are isolated, overlooked and exploited. We are looking for an administrator to provide a wide range of administrative support to the ASSTC Director and to ASSTC more broadly as required, including particular assistance with communications and fundraising.

If you are interested in applying for the role, please visit our website [All Souls Serve the City](https://www.allsouls.org) for the job description and application instructions.

Please send applications to [recruitment@allsouls.org](mailto:recruitment@allsouls.org) (or by mail to; Recruitment, All Souls Church, 2 All Souls Place, London, W1B 3DA) and include:

- A CV (2 pages max)
- A completed application form
- A letter explaining why the role is of interest to you & why you are suitable for the position (1 page max)

- ❖ Application closure: 12noon, 20th May
- ❖ Interviews: w/c 30th May
- ❖ Start date: As soon as possible thereafter

*There is an occupational requirement that the job-holder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.*

*We are aware that those from ethnic minority groups (BAME) are currently under-represented on our staff team so we particularly encourage applications from these groups. Appointment will of course be based on merit alone.*