

## Tamar Volunteer & Database Administrator

Exciting short-term opportunity! We have funding for a post and are looking for someone to join our Tamar staff team and help us get to the next level administratively. Someone who has the passion and skills to make an impact on the administrative side of our work. Could this be you?

6 month fixed term contract. 4 days per week (flexible hours including evenings & occasional weekends). Salary £23,324-£24,752,572 (depending on experience) +£3,940 London weighting, *pro rata*

If you are interested, visit our website [All Souls Serve the City](http://AllSoulsServeTheCity.org) for the job description. Please send applications to [recruitment@allsouls.org](mailto:recruitment@allsouls.org) and include:

- A CV (1 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)
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- ❖ Application closure: 5pm, 26th August
  - ❖ Interviews: w/c 5th September
  - ❖ Start date: As soon as available

*All Souls Serve the City is not able to sponsor visas.*

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

*Safeguarding: conditional offers will be made pending the successful completion of a DBS check which will be processed by All Souls*

*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.*