



Northern Baptist College: Administration Manager

Based at Luther King House in Manchester

We are looking to appoint a highly motivated and effective Administration Manager to oversee the administration of our small but very active college with a vision of equipping leaders for a changing church and a changing world. This role will be at the heart of the college's life. The person we appoint will require a range of skills including the ability to take initiative.

The Administration Manager will

1. Be responsible for the work and development of the administration team
2. Have oversight of financial and property management
3. Act as the company secretary and lead for data protection
4. Oversee executive support and support services for students
5. Take a lead on communications, marketing and events

The appointment is for a minimum of 24 hours a week.

Salary: £23,000 to £25,000 per annum, pro rata.

For an application pack please contact Clare McBeath

E-mail: clare.mcbeath@northern.org.uk

Applications must be submitted by Friday 8th June 2018

Interview date: Thursday 14th June 2018

Start of appointment: As soon as possible