



Northern Baptist College: Administration Officer

Based at Luther King House in Manchester

We are looking to appoint a highly motivated and effective Administration Officer to work in the admin team 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 have a range of skills including the ability to take initiative

The Administration Officer will report to the Administration Manager and undertake duties in the following areas

1. Financial administration and property management
2. Executive support
3. Student administration including record keeping
4. Communications, marketing and events
5. Reception services and routine administration

The appointment is for up to 20 hours a week.
Salary: £18,000 to £20,000 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