



Advert

The Blackley Centre – Administrator

The Blackley Centre is a Christian charity which works mainly with churches, other faith communities, inter faith organisations and charities to provide training, mediation and inter faith activities to transform conflict and work for good relations and peace. The Centre is a place for peace and welcomes people and groups for mediation, training, retreats, inter faith activities and those who rent our facilities. The Centre is co-located with its main partner, Blackley Baptist Church in a beautiful location in the village of Blackley, West Yorkshire, not far from junction 24 of the M62.

We are seeking a part-time Administrator to work for 15 hours a week with our two Directors and wider team of partners and volunteers to provide high quality administration for organising, delivering and promoting our courses and inter faith activities, and welcoming guests to the Centre. Salary £19,500 per annum pro rata.

This is an exciting opportunity for someone who is well educated, highly organised, flexible and will bring energy and initiative to the role. This person will also quickly develop a commitment to the work of the Blackley Centre and be able to utilise their experience with the Centre to develop themselves further.

Informal enquiries to the Director for Inter Faith Relations, Andy Williams at andy.williams@blackleycentre.co.uk or telephone 07742 077994

Closing date: **Thursday 17th June 2021**

Interviews will be conducted in person at the Centre on 21st June

For more information and details on how to apply please contact the Director as above or go the Blackley Centre website: <https://www.blackleycentre.co.uk/>