



Charity Number: 250038

## ADMINISTRATOR (Part-time)

We are looking to appoint a Diocesan Administrator to work for 9 hours a week, largely during term-time and mainly based in St Martins House, Leicester. The work includes minute taking, database management, some desktop publishing, banking, payment of invoices. In addition, the Administrator is the first point of contact in this interesting and diverse voluntary organisation, requiring initiative as well as being able to work closely with the Diocesan President and other Trustees. A job description can be downloaded from our website [mothersunionleicester.org.uk](http://mothersunionleicester.org.uk) or requested from our Diocesan President, Mrs Yvonne Smith, [yvannes@sky.com](mailto:yvannes@sky.com).

Applicants need not be members of Mothers' Union, but should have empathy with the objectives of the organisation. Further details about Mothers' Union, both the local organisation and the wider worldwide movement of which it is a part, can be found on our website, [mothersunionleicester.org.uk](http://mothersunionleicester.org.uk).

To apply, please email a CV and covering letter to the Diocesan President stating why the job appeals.

Closing date for applications is Friday 14<sup>th</sup> February. We hope to interview during the week beginning 2<sup>nd</sup> March.