

**THE CHURCHES TRUST**

 The Churches Trust was established 30 years ago in recognition of the fact that deprivation and disadvantage are key barriers to building a united community, equality of opportunity and good relations. The Churches Trust reaches across all communities in a unique and practical way, to deliver services on an equitable basis to the unemployed, young people, the elderly, individuals and families disadvantaged through low education attainment and/or low income levels.

**The Churches Trust wishes to appoint the following posts:**

**SENIOR ADMINISTRATOR**

**Part-time position: 20 hours per week**

**Salary £12,615 pro rata (£22,076 full time equivalent)**

 **Purpose and function of post:**

* To develop Internal Quality Assurance systems and a Training & Development Framework
* To research, develop funding applications/tender documents, monitor and evaluate projects, and report to funding organisations.
* To further the mission of the Churches’ Trust by providing effective and timely administrative support

**Coordinator older Peoples’ Services**

**Part-time position: 20 hours per week**

**Salary £12,615 pro rata (£22,076 full time equivalent)**

 **Purpose and function of post:**

* To coordinate and develop Older Peoples’ Services
* To further the mission of the Churches’ Trust by providing effective and timely administrative support and project co-ordination

**For information and application packs, please contact Fiona:
Tel: 028 71311322 or e-mail** **fionafagan@thechurchestrust.org.uk**

**Closing date for all applications: 12 noon on Monday 17th July**