

# Administrator – Community Hub and Befriending Project

Bellingham, London SE6

Part time: 16 hours per week

Salary: £16,452 (equivalent to £36,000 full-time)



**Are you an experienced administrator and facilities manager,  
with a heart for building communities?**

We are looking for someone with stamina, competence and proven abilities to establish a new post. This role will strengthen the capacity of a local community hub in a fascinating part of the borough of Lewisham.

The successful candidate will have strong administrative skills, the ability to work discreetly and confidentially within an ethnically and socially diverse setting, computer literacy to intermediate level in Word and Excel, mature interpersonal skills, and sympathy with the ethos of Christ Church United Reformed Church where the post will be based.

**If you are interested in working with us and can meet the above requirements, please see the website <https://www.cchbllrecruit.co.uk/> for a full job description and application form. We do not accept CVs.**

**Closing date for applications: 12 noon, Friday 22<sup>nd</sup> November Interview date: Wednesday 4th December**

**There will be a practical skills test as part of the interview process**