**VACANCY**

**Administrative Assistant Catholic Children’s Society – Part Time**

Location: St Boniface House near Ashburton, Devon

Salary: £11.14 per hour

Hours: 18 hours per week over 3 or more days

The main purpose of the role is to provide essential administrative and secretarial support to ensure the effective running of the Society. This will mean working closely with the Chair, Company Secretary, individual Board Members as well as the Patchwork Project staff and Fundraiser.

Key skills for this position would include:

* computer literacy
* experience of spreadsheets
* accurate typing and data input skills
* experience of working in an office environment
* excellent communication skills
* organisational skills

A copy of the job description and application form are obtainable from Jan Holton on 01364 645383 or email [recruitment@prcdtr.org.uk](mailto:recruitment@prcdtr.org.uk). Applications are by application form and covering letter. The closing date for applications is 12 August 2019. Interviews will be held on Tuesday 27August at St Boniface House.