



Registered Charity: 1176881

www.faithatwork.org.uk

Communications and Administration Officer (Part-Time)

Faith at Work in Worcestershire (FWW) has a growing ministry of helping churches reach out to those at work in Worcestershire with the Love of God through Workplace Chaplaincy. We need someone to take a lead in all aspects of communication with church and business partners; someone who has experience in maintaining websites, social media and printed materials; someone who can be self-reliant and work on their own initiative, as well as provide administrative support to trustees and our part-time Development Officer.

Based at our newly established office at Top Barn Business Centre (WR6 6NH) you will work 8 hours per week, worked on regular hours (to be decided by negotiation). Starting pay £10 - £12.50/hour, depending on experience.

For a detailed job description and an application form please contact dickjohnson@faithatwork.org.uk or phone 07946 655450.

Deadline for applications: Monday October 22nd at 12:00 noon