

Luton and
Leighton
Quaker Area
Meeting

Area
meeting



Administrative assistant

Luton and Leighton Quaker Area Meeting are looking for a part time (15 Hours a week) administrative assistant to help the Clerks to AM and the Clerk to Trustees.

You will need to be self-motivated and flexible to deal with a variety of tasks which include planning and arranging events, networking, communications, and general administrative duties.

Location: Mainly home but some days at Meeting Houses within the area

Salary: £10,998
(FTE £25,662)

For full job description and person specification email areaadmin@llquakers.org.uk

**Closing date for
applications 31 May**

**Job interviews between
9 and 16 June**