



FINN'S
PLACE

Finn's Place
Langside Church
167 Ledard Road
Glasgow
G42 9QU

Job Title: Administrative Assistant – part-time (20hrs pw)

Salary: £15,925 pro-rata (Living wage)

Location: Finn's Place, Langside Church, 167 Ledard Road, Glasgow G42 9QU

Finn's Place is a Centre of Wellbeing Charity which has been established with charitable funding to meet identified needs and enhance the wellbeing of people in and around Langside Parish Church. As the Administrative Assistant at Finn's Place you will support the Co-ordinator to further develop the aims and objectives of Finn's Place and provide administrative support for the Langside Church office by carrying out the duties in the attached Job Description & Person specification

You will be familiar, comfortable and committed to the ethos of Finn's Place as a wellbeing centre values and the work of the Church of Scotland. You will either hold a relevant qualification at SCQF level 7, e.g. HNC Office Studies or Business Administration or have work experience that can be shown to be relevant. Your personal skills and qualities will include experience of using IT resources e.g. Word, Excel, PowerPoint, Gmail, updating websites, social media & a willingness to build on existing skills. Sound organisational skills and the ability to work independently are essential to manage this busy and varied work load.

This is a fixed term appointment for 1 year from a mutually agreed start date. This post is 20 hours per week paid at the living wage salary of £ 8,788 annually with an additional 3% as an allowance towards a pension of your choice. Applications would also be considered from those who wish to work less than 20 hours; the salary would then be awarded on a pro-rata basis.

Information about Finn's Place can be found on the website www.finnsplace.org

Information about the Langside Church can be found on the website www.langsidechurch.org

An application form can be found on the Finn's Place website www.finnsplace.org or by telephoning Linda J Watt (Chair of Finn's Place Board of Trustees) on 0777-278-6434.

Completed Application Forms and covering letter to be emailed to lindajwatt69@gmail.com by 5pm on 24th November 2017. Interviews will be held at Langside Parish Church on Friday 1st December. Shortlisted applicants will be contacted by email with a specific time for interview.