

# THE CROSS **Project**

Christian Resources Outreach and Service to Schools

The CROSS Project, a well established and respected Christian Schools Work Team based in Wakefield, is seeking an

## Office Administrator,

from May 2011.

The role will include:

**Day to day running of office**



**Day to day administration of finances**

**Practical aspects of Public Relations**

**Practical aspects of employing staff**

**Sharing the vision of The CROSS Project**



Hours: up to 16 hours per week @ £6.00-£6.50 per hour,  
with some flexibility in pattern of working hours if needed  
Generous annual leave and time off in lieu policy

Contact Marjorie Dowling on: 01924 215588

[office@crossproject.co.uk](mailto:office@crossproject.co.uk) for application pack.

Belle Isle Christian Centre, Belle Isle Avenue, Wakefield, WF1 5JY

**Closing date 5pm, 11<sup>th</sup> March 2011**

Candidates must be in sympathy with the aims of the organization  
A CRB Enhanced Disclosure will be a condition of employment

A Company limited by Guarantee Reg .No. 2845211 Reg. Charity No 1026601  
Christian Resources Outreach and Service to Schools