Job Advert

Urban Theology Union (Sheffield)

Part-time Administrative Assistant

Hourly rate: £8.75 per hour for six hours per week initially (may be increased to nine hours per week)

UTU is a member-led education charity supporting Christian ministry particularly in urban contexts. More information about UTU can be obtained on the web site at http://utusheffield.org.uk/.

A permanent, part-time vacancy exists for an Administrative Assistant to work six hours per week (two 3 hour sessions worked over two mornings), may be increased to nine hours per week, based at our office in the centre of Sheffield. This is a pensionable post though you can opt-out if you wish to.

The job comprises core administrative tasks: word processing, record keeping, electronic and paper filing, dealing with telephone queries, providing administrative assistance to the Office Manager relating to teaching and the study schedules etc. It also requires updating the social media presence of UTU.

The applicant must have a friendly interpersonal style and accurate literacy and numeracy ability, as well as administrative and word processing skills, and a proficient working knowledge of the Microsoft Office suite. Previous office based administrative experience either as an employee or a volunteer essential.

An Application Form, Job Description and Person Specification can be obtained from Urban Theology Union, Lower Ground Floor, Victoria Hall, Norfolk Street, Sheffield S1 2JB, via email on office@utusheffield.org.uk, or downloaded from our website utusheffield.org.uk.

We are an Equal Opportunities Employer.

Informal enquires to Helen Coates: Office Manager on 0114 2709907 who will be contactable on Monday, Tuesday and Wednesday mornings from Tuesday 2nd Jan 2018.

Closing date : 22/1/2018.