



JOHN HUNTINGDON'S CHARITY

ADMINISTRATIVE ASSISTANT REQUIRED

To provide administrative support for the Charity's activities, undertaking a range of duties including reception work.

Administrative experience essential

Minimum of 12 hours per week

Core period 12 until 4pm on

Tuesday, Wednesday & Thursday

Salary £27,000-£28,000 depending on experience

(pro rata FTE 35 hours)

For further information and an application pack

Phone - 01223 492492

E mail – office@johnhuntingdon.org.uk

www.johnhuntingdon.org.uk

Closing date Thursday 17th April

Charity No. 1118574