Community Youth Project (Somerset)

Community Youth Project Administrator

Permanent part time: 10 hours per week flexible daytime and occasional evening work.

Home based on a self employed or employed basis as preferred.

We are seeking to recruit a dynamic, experienced Project Administrator to work with our Project Manager under the direction of the Trustees and Management Group to provide administration support to the business and activities of the Community Youth Project.

Relevant experience desirable. To start as soon as possible.

Salary - £19,048 pa (pro-rata).

The Community Youth Project is an independent Charitable Incorporated Organisation which provides sustainable youth worker resources to local communities in Somerset. It currently works across six communities in South Somerset and employs six part time youth workers. For further information look at our web site www.cyp.me.uk

For an application pack or an informal discussion please contact Louise Treacher on 07814 248281, e-mail info@cyp.me.uk or download via the website at www.cyp.me.uk

Closing Date: Monday 6th June 2016 at 5pm