### INTER FAITH NETWORK FOR THE UK



### CLERICAL Assistant

**Part time, 8 hours per week**

**Paid at the London Living Wage**

**Beginning early October 2019**

**Closing date for applications: 27 September 2019**

We are looking for someone for 8 hours per week (either two half days or one full day) to help us in our work of building good inter faith relations between faith communities in Britain.

Work will include:

- assisting with mailings and post;

- logging enquiries;

- filing and photocopying; and

- some typing.

There may also be opportunities to assist at IFN events.

Skills and qualities:

- efficient, motivated and reliable;

- with good attention to detail;

- good numerical skills;

- fluent and accurate verbal and written communication skills; and

- a typing speed of at least 40wpm with accuracy.

To apply, please complete the application form, typing or handwriting in black or dark blue ink, and return this by **27 September 2019**, with a short handwritten covering letter addressed to Dr Harriet Crabtree OBE, Executive Director, Inter Faith Network for the UK, 2 Grosvenor Gardens, London SW1W 0DH. Please do not enclose a CV instead of or in addition to the form.

If you have any queries about this post, please ring 020 7730 0410 or email ifnet@interfaith.org.uk.

#### The Network aims to be an Equal Opportunities Employer and values the contributions which individuals from different backgrounds and with different life experiences can bring to its work.

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