

BRIDGEBUILDER

trust • mk



Helping children and young people consider their beliefs,  
explore Christianity and make positive life choices

Bridge House, 1 Second Avenue, Denbigh West, Bletchley, MK1 1ED  
01908 270670 office@mkbtt.org.uk www.mkbtt.org.uk

We are currently looking to employ an experienced Office Administrator to take responsibility for the smooth running of our office where your professionalism, initiative and office skills will be welcomed. The position will play an integral role within our friendly team at Bridgebuilder Trust.

The Office Administrator will provide administrative support, maintain a positive and friendly image by acting as the first line of contact to visitors, churches, schools, online and via telephone.

The successful candidate will have impeccable verbal and written communication skills and possess financial and fund-raising experience with a strong ability to multi-task with a Christian faith.

This is a full-time role 37.5 hours per week.

Salary: £19,389, plus an employer contribution of 9% to a pension after a 3-month probation.

If you are excited about the role and feel that it is for you and would like more information, then please request an application pack, see:

[download Job description](#)

[download application form](#)

contact [carol@mkbtt.org.uk](mailto:carol@mkbtt.org.uk), or call on 01908 270670

Closing date for applications: **Friday 19<sup>th</sup> July 2019.**

Trustees: Brian Stocker (Interim Chair), Rev Chris Bell (Secretary), Trevor Crowter (Treasurer)  
Al Richardson, Andrew Ware

Staff: Carol Wheatle (Team Leader) Rachel Foster, Maria Scott, Becky Lawrence Geoff Morris and Rosy Fenwick

*Milton Keynes Bridgebuilder Trust is a registered charity - No 1008157*



In association with  
  
Scripture Union