

The **Lighthouse** Project Crawley

Vacancy- Admin Assistant!

The Lighthouse Project is an ecumenical Christian charity which has been working with children and young people in Crawley schools for over 20 years. The charity is a local mission partner with Scripture Union, and we have an exciting opportunity to expand this work.

Admin Assistant

- To send out various communications.
- To keep website updated.
- To be responsible for maintaining safe recruitment processes for volunteers.
- To maintain and update policies.
- To assist the Project Leader with various admin tasks.

(Part-Time) 6 hours per week Salary- £23,500 (pro-rata)

**Closing date for applications is Friday
1st March 2024**

For further information and an application pack please email Lizzie Ashley (lizzie.ashley@lighthouseprojectcrawley.org) or call her for a chat on 07766190315



There is a genuine occupational requirement that the post holder is a committed Christian.