

Job Vacancy

AREA ADMINISTRATOR



AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team are shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We are looking for Two Administrators to join the team to provide administration support to our organisations network and aid communications throughout the organisation. The roles will involve all aspects of administration including dealing with all area correspondence, preparing meeting agendas and maintaining the database.

The ideal candidates will be highly organised and self-motivated with relevant administration experience, previous experience within a religious organisation would also be desirable.

For a Job description, Person specification and Application form please visit <https://www.aog.org.uk/resources/vacancies>

Hours	1 x 35 hours per week, 1 x 21 hours per week
Location	Manchester
How to Apply	Please complete an AoG Application form and return to: Alison Purcell HR Manager AoG Incorporated, National Ministry Centre Retford Road, Mattersey Doncaster DN10 5HD Or email: Alison.Purcell@aog.org.uk
Closing Date	Friday 14 th June 2019