



**WEST YORKSHIRE
ECUMENICAL
COUNCIL**

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ECUMENICAL COUNCIL**
Working for Christian Unity

Do you have a pleasant personality,
a high standard of literacy and good
I.T. skills?

Part time (12 hours) Secretary/PA
to the County Ecumenical
Development Officer.
Based in Headingley.
£6500 p.a. (18958 pro rata).

For full details see www.wyec.co.uk
Closing date 31 January.

WYEC is a registered charity, 1108691

BAPTIST CHURCHES members of Yorkshire Baptist Association
THE CHURCH OF ENGLAND Bradford, Wakefield, Ripon & Leeds
THE LUTHERAN CHURCH
THE METHODIST CHURCH Leeds District, West Yorkshire District
THE MORAVIAN CHURCH Yorkshire District

THE ROMAN CATHOLIC CHURCH Diocese of Leeds
THE SALVATION ARMY Yorkshire Division
THE RELIGIOUS SOCIETY OF FRIENDS Yorkshire General Meeting
THE UNITED REFORMED CHURCH Yorkshire Synod
WEST YORKSHIRE AFRICAN CARIBBEAN COUNCIL OF CHURCHES



**Secretary and Personal Assistant
to the County Ecumenical Development Officer
12 hours p.w.**

Following the retirement of the previous post holder, the West Yorkshire Ecumenical Council (WYEC), a registered Christian charity is seeking to appoint a Secretary and Personal Assistant to the CEDO, as soon as possible. This position is normally a 12 hour week, with an annual salary (2010) of £6500 (£18958 p.a. pro rata)

Please email your c.v., a letter of application and the contact details of two referees to office@wyec.co.uk, by 31 January. You will receive an email acknowledgement of receipt.

Should you be invited to interview, this will take place on 11 February.



**Secretary and Personal Assistant
to the County Ecumenical Development Officer (CEDO)
12 hours p.w. £6500 p.a. (£18958 p.a. pro rata)**

Job Description

You will be the personal assistant to the CEDO, with whom you will share the office.

You will:

- act as secretary and provide administrative support to ensure the smooth running of WYEC, especially at its principal meetings, of the Council (twice a year); Executive Committee (four times a year) and denominational Ecumenical Officers (four times a year) This will include making practical arrangements with venues and participants, preparing advance mailings and the taking of minutes.
- maintain the WYEC website, www.wyec.co.uk, organise the distribution of its annual newspaper and assist in the production and mailing of its newsletters;
- maintain and where necessary set up databases of WYEC links in Churches Together groups, Local Ecumenical Partnerships, and elsewhere;
- maintain and manage the functions of a small office, including filing, photocopying, opening and franking mail and other basic office administration including responding to the CEDO's correspondents by email, telephone or in writing, accurately and courteously, and dealing with routine email, telephone and postal enquires;
- carry out other tasks as required by the CEDO.

The post is for 12 hours per week, to be spread over three or possibly four days; there could be some flexibility over working hours, subject to prior agreement. On occasions, and certainly for meetings of WYEC Council, it will be necessary for you to work a longer day and to travel within the WYEC region. Additional remuneration or time in lieu will be provided on those occasions, at the discretion of the CEDO. You will receive 60 hours holiday, plus public holidays and the period between Christmas and New Year.

You will be based in an office adjacent to Hinsley Hall, Headingley. There are good bus links to Leeds city centre, two miles away.

This permanent post is subject to an initial three month period of probation.



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to the County Ecumenical Development Officer (CEDO)
12 hours p.w.**

Person Specification

It is essential that you should be in sympathy with the aims and objectives of West Yorkshire Ecumenical Council, and have:

- a high standard of literacy and accuracy, with attention to detail
- the ability and aptitude to work alone and collaboratively
- excellent I.T. knowledge and skills
- strong organisational skills
- the ability to listen carefully and accurately summarise the discussion in meetings
- a good telephone manner
- a pleasant, flexible and co-operative personality
- the ability to maintain confidentiality.