

Programme Officer

We are looking for an enthusiastic and energetic person to help develop and promote activities at the historic Jordans Meeting House.



New Jordans

This is a new position in an exciting venture, which aims to make Jordans a centre for reflection, learning and outreach; a place where ideas and actions which embody Quaker values can be developed and carried through in an enabling environment.

Applicants must be well-organised, flexible, and friendly. Good marketing, IT and administrative skills are essential. Experience of organising and promoting events and of budgeting is also required. You should understand and sympathise with Quaker values.

We are offering a salary of c. £25k for an initial one year full-time contract. Start date: September – or before if possible.

Application packs from: annfloyd@btopenworld.com

For an informal discussion contact David Matthews on:
07779 251107.

Closing date: 4th July. Interviews 11th and 16th July 2008.

New Jordans is a Chilterns Area Quaker Meeting programme