

**Office Administrator**

**Flexible working hours – 3-4 days (total 16-20 hrs) per week - £24,000 pro rata**

Leprosy is still present in many parts of the world. Over 214,000 new cases were diagnosed in 2016. The St Francis Leprosy Guild works through local community hospitals, clinics and outreach programmes in 23 countries to diagnose and treat patients and to support those who have lasting disabilities. The Guild is supported by Catholic parishes and groups as well as many individuals.

The Office Administrator will have responsibility for the smooth-running of the Guild’s day to day work, corresponding with leprosy centres around the world and administering the annual round of grants. Working with the Director of the Guild, the Office Administrator will provide administrative and operational support to the volunteer Executive Committee. Committed to our mission, you will have office management experience, good communications skills as well as excellent skills and experience in using Word, Excel and Access and have a good understanding of using databases. A good understanding of the Catholic church and empathy with it is essential. Experience of overseas development work would be advantageous.

***If you are interested in applying, please contact the Director, Kieran Kettleton at*** [***enquiries@stfrancisleprosy.org***](mailto:enquiries@stfrancisleprosy.org) ***to request a job description and further details. Closing date for applications is Friday 25 May. Interviews will take place on 6 June in London.***

www.stfrancisleprosy.org Charity Registration Number 208741