Part-time Administrator

Dursley United Charity (DUC) provides grants to individuals living in Dursley, Cam, Uley and Stinchcombe for education and to alleviate poverty and distress.

DUC is seeking a part-time administrator for a few hours per week.

The successful applicant will have IT skills, be flexible and trustworthy with confidential information.

Terms: Pay is National Living Wage of £12.21/hr, hours are an estimated 150hrs annualised. A laptop will be provided.

For more information: call 07971 780825