

## Mothers' Union Diocesan Administrator

Location: Flourish House, Wells

Hours: Up to 8 hours per week (self-employed)

The Mothers' Union in the Diocese of Bath & Wells is seeking a reliable, organised, and friendly Administrator to support the smooth running of our work across the diocese. This role is ideal for someone who enjoys administrative work, values community, and can work independently with professionalism and warmth.

The Administrator will be accountable to the Diocesan President and the MU Diocesan Committee and will serve as a non-voting co-opted member of the Committee, attending meetings as required. The appointment is reviewed annually.

Some flexibility in working hours is needed as workload will vary across the year. This is a self-employed position, with monthly payment on receipt of invoice. Payment will be discussed with the successful candidate.

Applications can be made by letter, including two referees, and emailed to Ruth Cook at <ruth.mucttee@yahoo.com>

Closing date for expressions of interest: Friday 24<sup>th</sup> April 2026