**Job Vacancy**

**A Warden is required for Lancaster Quaker Meeting House, working from Sunday to Thursday for a total of 35 hours each week.**

The postholder will work in the office and around the building on the days given, usually for seven hours each day. Duties include opening the building before 9am each morning (later on Sundays) and locking up between 9.30 and 10pm on weekdays (usually earlier on Sundays). Other staff cover these duties on Fridays and Saturdays.

A three-bedroom Cottage is provided rent-free; it is a requirement that the postholder lives there full-time for the better performance of his/her duties.

The postholder must be experienced in computer-based administration and in other areas of IT and web use such as Zoom. Other duties include; managing a small staff team; ensuring the cleanliness & maintenance of the building; liaising with contractors; dealing with building users; handling bookings, drawing up invoices and responding to in person, phone and email enquiries.

As most of the working time will be spent on their own, the postholder must be able to work on their own initiative.

Wage; £22,132 per annum.

Closing date for completed application forms; 23rd June

For further details contact the current Warden, Alistair Gault, by ‘phone - 01524 62971 - or by e-mail lancasterquakers@gmail.com

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