



FREE CHURCH OF SCOTLAND YOUTH CAMPS

CAMPS ADMINISTRATOR

The Free Church of Scotland runs an extensive programme of camps for young people between Easter and summer each year. A vacancy has arisen for an administrator to oversee and develop this important part of the Church's mission.

You will be responsible for ensuring the smooth running of the camps programme, working closely with the Camps Supervisor and with camp leaders. You will coordinate venue bookings, organise camp related events and training, manage camp records and handle day to day enquiries. You will also be responsible for reporting on the work of camps, preparing budgets and overseeing the finances of the camps programme.

This is a key role requiring excellent interpersonal, organisational and communication skills. You will be able to demonstrate the necessary enthusiasm, flexibility and dedication to work under your own initiative. It is essential that applicants are sympathetic to the mission and ethos of the Free Church of Scotland

Salary will be dependent on skills and experience but is expected to be c£20,000 per annum. Further details and an application form can be obtained from Mrs Sharon Fraser, Free Church of Scotland, The Mound, Edinburgh EH1 2LS or email: offices@freechurchofscotland.org.uk.

The closing date for applications is **Friday 16 April 2010**.