



**LEEDS
SANCTUARY**
THE METHODIST CHURCH
IN THE CITY CENTRE

The **Methodist** Church 
Yorkshire West District

Are seeking to appoint a **LEEDS SANCTUARY ADMINISTRATOR**

**To support the finance, safeguarding,
bookings, GDPR and general
administration of Leeds Sanctuary**

**The post is for 8
hours a week and is
paid at £11.50 per
hour.**

4 hours to be worked on
a Thursday from 9am to
1pm at 43 The Calls,
Leeds, LS2 7EY.

The other 4 hours to be
worked, by agreement,
earlier in the week from
43 The Calls or from
home.

For an application pack please go to
www.leadssanctuary.org.uk/jobs
or email
admin@leadssanctuary.org.uk

Closing Date for Applications is:
12 noon on Friday 7th October

Interview Date: **Friday 21st October**

The appointment requires an
enhanced DBS Disclosure.

**Follow Leeds Sanctuary
on Social Media:
[@leadssanctuary](https://www.instagram.com/leadssanctuary)**

