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**Administrator and Fundraising Officer (part time)**

**Organisation**: Dwelling Places UK

**Salary**: £8,960 per annum (£24,000 pro rata)

**Status**: Permanent position, part time (14 hours per week)

**Location**: Glasgow

**Role**:

Dwelling Places UK is looking to recruit a skilled and self-motivated Administrator and Fundraising Officer. You should have administrative and fundraising experience, be able to demonstrate your ability to multi-task and use your initiative, and have a heart for advocacy.

**Organisation:**

Dwelling Places UK supports the work of Dwelling Places, a Christian NGO based in Kampala, Uganda, dedicated to the rescue and rehabilitation of street children. Dwelling Places UK does this through raising awareness, being a financial resource to Dwelling Places, and equipping volunteers to serve both in the UK and in Uganda.

For more information on the work of Dwelling Places UK, please visit [www.dwellingplaces.org](http://www.dwellingplaces.org)

**Application notes**:

For a detailed Job Description and Person Specification, please contact James Loney on [office@dwellingplaces.org.uk](mailto:office@dwellingplaces.org.uk) or phone 0141 882 2662.

To apply for the position, please send in your CV (including details of referees) and a covering letter (no more than one A4 page) addressed to:

Mrs Valerie McCluskey, Dwelling Places UK, c/o The ARK, 1484 Paisley Road West, Glasgow, G52 1SP

Or email to: [office@dwellingplaces.org.uk](mailto:office@dwellingplaces.org.uk) (FAO Mrs Valerie McCluskey)

Closing date: 22nd July

Interviews will take place: 29th/30th July

Start Date: w/b 22nd August