



Principal's Personal Assistant

Cliff College, located in the Peak District, has been training people in evangelism and mission since 1903. Today it continues in its mission through a range of undergraduate and postgraduate programmes, a wide selection of short courses, an annual Festival, partnerships with other institutions globally and churches locally and a busy conference centre.

The College is embarking on Vision 21, an exciting and dynamic vision that sees the College develop as a Global Centre for Evangelism and Missiology. At this exciting and challenging time in the life of the College the College's Principal is seeking a Personal Assistant to work alongside him in the development and implementation of Vision 21. This is an important responsibility for the Principal and the role of Principal's PA will be key in supporting and enabling him in this role.

In this full-time role we are looking for someone who:

- is a confident and effective communicator
- is a good organiser and has a good eye for detail
- has experience of working in a similar role
- has the ability to manage small projects
- is willing to play an active role in the life of the Cliff College community

If this is for you then please contact Kathryn Young for more information or download the job and application details from our website at www.cliffcollege.ac.uk/news-events/hiring-principal-pa

Salary: £26-28,000 per annum

Closing date: 12 noon on Monday 11 January 2021

Interviews: Wednesday 27 January 2021

For more information or to arrange an informal conversation about this post please contact Ashley Cooper, College Principal, at principal@cliffcollege.ac.uk

We accept applications on the College application form, available at www.cliffcollege.ac.uk/news-events/hiring-principal-pa, or through a CV with a covering letter that outlines how an individual meets the criteria on the person specification.

Please note that the College is closed from 19 December 2020 until 7 January 2021 and if you have any queries or need more information during that time please email reception@cliffcollege.ac.uk and you will receive a response within a couple of days. Thanks.

