

Ignatian Spirituality Centre (ISC), Glasgow

Due to retirement the ISC is seeking a

Receptionist and Administrator

The post is offered full time, but could also be part time as a job share.

Salary: £25,000 (pro rata for part time / job share)

Hours: 35 hours per week (full time)

Flexibility is needed due to the nature of the work of the centre

Application Deadline: 10 February 2025

Interviews: 27 February 2025

To apply:

Please send a CV with a covering letter explaining what attracts you to the role and citing your relevant experience to
director@iscglasgow.co.uk

