

Expressions of Interest

Our Administrator/Treasurer, Joanne Garton, is retiring from this role. The SGM Workgroup is currently looking for someone to fill this position. The present role is part-time, averaging 40 hours per month, and involves administrative responsibilities for both the Spiritual Directors Formation Programme as well as SGM as a whole.

The person we are looking for will:

- be committed to the vision and ministry of SGM
- have high standards of integrity and confidentiality
- be well organised, and comfortable working both on their own and in consultation with others
- be able to demonstrate administrative competence and efficiency
- be able to work mainly from their own home or office with office equipment provided by SGM
- have good computer skills including competency with Microsoft WORD and EXCEL, email, and online banking. (Familiarity with XERO helpful, but not a requirement.)

If you think you might be the person we are looking for, and would like more information, please send a brief email expressing your interest to:

Jane Wilkinson
Convenor of Spiritual Growth Ministries Trust
janeinwelly@gmail.com

