

The Particular Baptist Fund  
wishes to appoint a part time  
**Secretary to the Trustees**

The Fund supports Particular Baptist Churches by  
making grants to plant or revitalize Churches  
giving grants for students undertaking theological studies  
providing benevolent grants and some building loan provision.

The Trustees are recruiting a Secretary to assist them in fulfilling their responsibilities. The successful candidate will be responsible for managing the administrative and financial affairs of the Fund, attending Trustees' meetings in Central London, and assisting the Trustees as necessary. He or she will have excellent communication and organisational skills, be self-motivated, and be able to deal tactfully with people. The Secretary normally works from home although the provision of office accommodation may be considered.

Owing to the nature of the tasks to be undertaken it is a Genuine Occupational Requirement that the applicant has a personal commitment to the Christian Faith and upholds the Basis of Faith of the PBF.

Hours of Work: At least 50 hours per month

Salary: £13,000 per annum, plus pension provision

A detailed job description and application form may be obtained by e-mailing the Fund's Chairman, Graham Trice on [gmt@minister.com](mailto:gmt@minister.com)

Closing date for applications: 29<sup>th</sup> June 2024.

Interviews will take place in London on 19<sup>th</sup> July 2024.

**Particular Baptist Fund, [www.pbfund.org.uk](http://www.pbfund.org.uk)**

Registered Office: 5 Sandalwood Road, Westbury, Wiltshire, BA13 3UP

PBF Chairman: Rev Graham Trice. Telephone: 07823 750049

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