

## Z2K

### Zacchaeus 2000 Trust

#### An administrator

Z2K is a registered charity. We support vulnerable households with rent and council tax arrears and overpayments of benefits, facing the authorities and the courts, as McKenzie Friends\* and train volunteers; we are looking for an administrator.

The administrator will provide an efficient office and act as the key contact point with all who relate to Z2K; develop and maintain a database and email distribution lists of McKenzie Friends, NGOs and parliamentary contacts, maintain and update the website on a regular basis, make arrangements for all Mackenzie Friends courses in liaison with partner organisations, notably the Vincentian Millennium Partnership, work with fundraisers to build permanent records of funders, undertake all other office responsibilities and will need the relevant skills to a high standard. We have received a three-year grant for this appointment. Terms and conditions subject to discussion.

\*A McKenzie Friend is named after a man who took a case to the High Court to establish his right to reasonable assistance from a friend in a case. Any litigant in person is now entitled to such support.

Please send a cv before 31 January to Revd Paul Nicolson, Chairman, Zacchaeus 2000 Trust, 93 Campbell Road, London N17 0BF. Website: [www.z2k.org](http://www.z2k.org)

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## St. Beuno's

Jesuit Spirituality Centre

St Asaph, LL17 0AS

Tel: 01745 583444

[david@jesuits.co.uk](mailto:david@jesuits.co.uk)

### DEPUTY DIRECTOR

St Beuno's in North Wales require a person to assist the Director in the running of the Centre. The post entails giving individually guided retreats and being part of a team which animates courses in Ignatian Spirituality.

The ideal candidate will be well organised, able to take initiatives and motivate staff. During times of absence of the Director the Deputy Director will take over responsibility for the Centre.

- ◇ Because of the spiritual nature of the work candidates need to be committed Christians with a good theoretical and practical knowledge of Ignatian Spirituality.
- ◇ Accommodation is provided.
- ◇ The Deputy Director is a member of the St Beuno's Community.
- ◇ Salary negotiable.
- ◇ Closing Date for applications: 21st February 2007

Prospective candidates are welcome to visit before the interview date.

For further details please contact the Director, Fr David Birchall SJ.

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For an informal discussion please contact Ian Storman on 01508 492540.

Application packs are available from The Diocesan Finance Office, The White House, 21 Uppgate, Poringland, Norwich NR14 7SH, Tel: 01508 492540/492202 Email: [finance@east-angliadiocese.org.uk](mailto:finance@east-angliadiocese.org.uk)

Closing date: 2 February 2007

Interview date: 12 February 2007

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Quarry Lane, Exeter EX2 5AP

(Roll: 1234)

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For further details of the post, please see our website [www.st-peters-exeter.devon.sch.uk](http://www.st-peters-exeter.devon.sch.uk) Closing date: 24/01/07. Interview dates: 14 and 15/02/07.

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