

Part-time Circuit Administrator

The post is for 16 hours a week.

The post holder will have the following responsibilities:

To provide administrative support to the Circuit Stewards, Superintendent Minister, members of the Circuit staff and churches by arrangement.

The successful applicant will be educated to GCSE/NVQ level or equivalent, will have good IT skills and will need practical experience in administration.

Contract: Initially for a 3 year period when it will be reviewed
in the light of Circuit funding and staffing needs.

Salary: £11.78 per hour dependent on experience.

Further details and application form are available to download from our website.

Closing Date for applications:

4th January 2022

It is proposed that interviews will be held week beginning Monday 17th January 2022.

Possible start date: February 2022.

There is a genuine occupational requirement that the post-holder is willing
Willingness to understand & engage with Methodism & be subject to its discipline.