

CIRCUIT ADMINISTRATOR

We are seeking to recruit a part-time Circuit Administrator to support governance and mission in the circuit by providing a full range of administrative services.

Are you organised, hard-working, and self-motivated?
Do you have a keen eye for detail and good verbal and written communication skills?

We are looking for a person with excellent administration and communication skills. An ability to work as part of a team is essential and flexible working alongside the existing Administrator is a requirement.

Further details, including a job description and application pack, are available via the circuit web site under 'Vacancies': www.northcheshiremethodists.org.uk

A satisfactory enhanced disclosure from the Disclosure and Barring Service will be required.

NEXT STEPS & MAIN TERMS

Hours of work:	15 hours per week, with work pattern to be agreed with your Line Manager. You will not be expected to work on more than three days in a calendar week.
Contract:	Initial two years fixed term contract
Rate of pay:	£12.50 per hour (£9,750 pa), with the option to enrol on a Pension Scheme.
Location:	Flexible home and office-based (Helsby/Frodsham) working with occasional evening work.
Next steps:	For more information, an application pack or an informal chat, please contact Mrs Liz Barton: 07311 070950 or ministersadmin@northcheshiremethodists.org.uk
Closing date:	Friday, 20 th June 2024 at 12 noon
Interview date:	Thursday, 27 th June 2024
Start date:	1st August 2024 to be confirmed with successful candidate.

To learn more about our Circuit and the work that we do, please visit:

www.northcheshiremethodists.org.uk