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### Part Time Circuit Administrator

Sale Methodist Circuit

We are seeking to recruit a responsible and competent administrator, working 20 hours per week, working flexibly to meet both your own and Circuit needs. You will provide support for the Circuit churches and Superintendent to enable all to fulfill their ministry as the people of God. The main focus of your work will be governance and compliance with Methodist Church, charity and other relevant legislation and regulations.

To be considered for this role you should be enthusiastic, hardworking with good time management and organisation skills together with good interpersonal and communication skills. You should be self-motivated and have experience of organising a wide ranging workload.

The salary is in line with the ethical living wage, reviewed annually and is currently £10.90 ph.

If interested please complete the application form on our website and email it to

salecircuit@yahoo.co.uk.

For further information including the Job Description, Person Spec and Application form please go to our website: <https://www.salemethodistchurches.org.uk>

Closing date 29 September 2023

*The successful applicant must agree to a Disclosure and Barring Service (DBS) and employment will be offered subject to the satisfactory Disclosure report.*