



# The Methodist Church

Market Drayton Circuit

## VACANCY: CIRCUIT ADMINISTRATOR

### Brief Description:

We are looking for an enthusiastic Circuit Administrator to support the work of this small, single station circuit and the 3 churches within it. The job is 8 hours per week to be worked flexibly.

### Job description:

To support the Superintendent Minister in all aspects of administrative work as required.

Applicants must be self-motivated and in addition to problem solving abilities, must be able to demonstrate:

- Proven ability in computer literacy – confident in use of MSWord, e-mail & Internet
- Proven ability in recording & reporting
- Proven ability in prioritising and managing time
- Proven ability to liaise effectively with people at all levels of the organisation

The successful candidate will be required to develop and demonstrate an understanding of the organisation of the Methodist Church in England; and an awareness of the administrative regulations pertaining to the Methodist Church (reviewed at 3 months – continuation in the post will be subject to satisfactory demonstration of learning)

£8.75 per hour

Closing date for applications - Monday 21<sup>st</sup> May 2018

Interview date - Wednesday 23<sup>rd</sup> May 2018

Start date June 2018 – to be negotiated.

Further information email [circuitadmin@mdmc.org.uk](mailto:circuitadmin@mdmc.org.uk)



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