

Meon Valley Methodist Circuit

Circuit Administrator part time 8 hours per week

Are you an experienced administrator looking for a part-time role and able to work on your own initiative? then this could be a job for you!

The role

Providing administrative and secretarial support relating to the work of the Methodist Circuit through the 'Circuit Office'. This will include liaising with the Ministerial and Circuit Stewards Team, local church officials and District officers, preparing and distributing documents including the local preaching plan, ordering supplies, maintaining a circuit diary of events, and submitting various returns as required. There may be some evening work to attend circuit related meetings.

The person

You will have experience of working in an administrative type of role and the ability to use the Microsoft Office suit of programs particularly Outlook – for email and Word for documents. Exceptional organisation skills as well as the ability to work with minimum supervision are essential as the role will primarily be lone working. You will also need to have good communication skills both verbal and written.

You will have a positive approach to the Christian faith and the Methodist Church, its mission, vision, and values.

The rewards

This is a permanent role currently the rate of pay is £11.03 per hour with the annual leave entitlement of 28 days pro rata. The role will initially be office based with work from home being a future option – IT equipment will be provided along with a phone for work use only. There is flexibility over the days on which the hours are worked, and these will be agreed with the successful candidate on appointment. Depending on location there may be the need to travel to meetings for which there will be re-imbusement at HMRC approved rates if undertaken by car.

The checks

Appointment will be subject to satisfactory references, satisfactory DBS check and a 3-month probationary period.

The dates

Closing date for applications: 8th November 2021

Interviews will be held week commencing 22nd November 2021

The application

A recruitment pack including an application form can be downloaded from the Circuit website using the following link: <https://mvmc.org.uk/job/>