

## ADMIN ASSISTANT

**We are seeking to appoint a part time Admin Assistant to work as part of the District Team.**

The person appointed will be required to:

- Work under the direction of the District Administrator, dealing with office correspondence, telephone enquiries, e-mail, photocopying, collating, filing etc.
- Maintain data in line with the latest GDPR requirements.
- Take minutes at meetings, some of which may take place in an evening.
- Assist in the production and circulation of District resources.

There will be opportunity for progression in the next two years, subject to satisfactory performance.

### NEXT STEPS & MAIN TERMS

Hours of work:	25 hours per week, 9:30 am to 2:30 pm, Monday to Friday (and may include occasional evenings and weekends). A flexible term-time plus three weeks working pattern may be considered.
Contract:	Permanent
Rate of pay:	£12.50 per hour, with enrolment in the District's NEST workplace pension scheme
Location:	Based at the District Office, 4 Easby Road, Bradford, BD7 1QX
Next steps:	For more information and an application pack, please contact the District Administrator, Wendy Bentley, via 01274 442670 or <a href="mailto:admin@ywmethodist.org.uk">admin@ywmethodist.org.uk</a>
Closing date:	Friday, 10 <sup>th</sup> March 2023 at 12 noon
Interview date:	Thursday, 16 <sup>th</sup> March 2023
Start date:	As soon as possible

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

[www.yorkshirewestmethodist.org.uk](http://www.yorkshirewestmethodist.org.uk)