

## CIRCUIT ADMINISTRATOR

**We are seeking to recruit a part-time Circuit Administrator for our Circuit of nine churches, located between Huddersfield and Sheffield.**

Are you organised, hard-working, and self-motivated? Do you have a keen eye for detail and good verbal and written communication skills? Would you like to be part of our small team, with mission at its heart?

Each day will look different, covering items such as helping the ministers with preparation for meetings, making sure we are compliant with data protection guidance and assisting the churches with help relating to the properties within the Circuit. You will also have day-to-day management of the Circuit Admin Assistant.

To find a full list of responsibilities we encourage you to apply for an application pack.

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

### NEXT STEPS & MAIN TERMS

Hours of work:	20 hours per week, with core hours of 9:00 am to 1:00 pm on Mondays and the remainder worked flexibly, Monday to Friday, in agreement with your Line Manager. You will not be expected to work on more than five days in a calendar week. You should be able to attend evening meetings as required (approximately 8 per annum).
Contract:	Initial three years fixed term contract
Rate of pay:	£14.25 per hour, with enrolment in the Circuit's workplace pension scheme
Location:	Circuit Office, St. Andrew's Church, Penistone, S36 6BR
Next steps:	For more information or an application pack, please contact Ms Sue Cutting: 07884 143355 or <a href="mailto:sue.cutting1209@gmail.com">sue.cutting1209@gmail.com</a>
Closing date:	Friday, 28 <sup>th</sup> July 2023 at 4 pm
Interview date:	Thursday, 3 <sup>rd</sup> August 2023
Start date:	1st September 2023 or as soon as possible thereafter

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

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