

CIRCUIT ADMINISTRATION OFFICER

We are seeking to appoint a part-time Circuit Administration Officer to work as part of the Circuit Team. The person appointed will support the Circuit Leadership team by providing an administrative function to the Circuit and Superintendent Minister.

The successful candidate will have experience of a similar role in general administration, with a good level of autonomy. The ideal applicant will be well-organised and self-motivated with good verbal and written communication skills and a keen eye for detail. This role will provide the applicant with an important position in an office which is at the heart of a circuit seeking to rise to the challenges of serving God in a diverse and ever-changing part of West Yorkshire.

- Working closely with the Superintendent Minister
- Maintaining the Circuit diary and booking meetings
- Being the main point of contact for Circuit and District communications
- Supporting the review of Circuit activities and initiatives
- Ensuring safeguarding and GDPR compliance

The appointment requires a basic DBS disclosure and satisfactory references.

The appointment requires an understanding of the aims, ethos and structure of the Methodist Church in Britain.

NEXT STEPS & MAIN TERMS

Hours of work:	20 hours per week worked flexibly, Monday to Friday, in agreement with the Line Manager, which will include some occasional evening working. Some hours may be worked from home in agreement with the Line Manager. Actual days, start and finish times will be variable in accordance with the needs of the Employer. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Rate of pay:	£17.00 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at the Circuit Office, St Paul's Methodist Church, Tower Hill, Sowerby Bridge, HX6 2EQ and your home address.
Next steps:	For more information and an application pack, please contact the Circuit Office via office@calderdalemethodistcircuit.org.uk or 01422 359639.
Closing date:	Friday, 17 th October 2025 at 12 noon
Interview date:	Week commencing Monday, 27 th October 2025
Start date:	17 th November 2025 or as soon as possible thereafter

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

www.calderdalemethodistcircuit.org.uk