

St Albans & Welwyn **Methodist** Circuit



Job Vacancy

Part-time Circuit Administrator

15 hours per week

Salary £14 - £15 p/h depending on experience

25 days leave per annum, pro rata, in addition to Bank Holidays

Are you a team player and a good communicator?

Would you enjoy supporting church communities and staff, using your IT and administration skills?

St Albans & Welwyn Methodist Circuit are looking to appoint a part-time Circuit Administrator based in St Albans. Could it be you?

If successful, you would provide administrative support to the Superintendent Minister, members of the Circuit staff, Circuit Stewards, and churches. You would need to be educated to GCSE/NVQ level or equivalent and have good IT skills. Previous experience in administrative work would be an advantage.

The appointment will be subject to satisfactory clearance from the Disclosure & Barring Service (DBS checks).

Interested? Further details and application form are available on request from: admin@midhertsmethodists.org.uk 01727 854211

Completed application forms must be submitted by 6pm on 23 September 2024. It is proposed that interviews will be held during the week 7-12 October.

We look forward to hearing from you.

Circuit Office: Hatfield Road Methodist Church,
133b Hatfield Road, St Albans AL1 4JX

