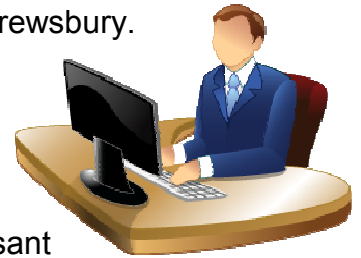


SHROPSHIRE AND MARCHES METHODIST CIRCUIT

AREA & CIRCUIT ADMINISTRATOR

The New Shropshire & Marches Circuit requires a full time administrator on an initial 5 year contract to work out of its Methodist Centre at Bayston Hill Shrewsbury.

Salary in the range £18 to £20K for 37.5 hours per week which will include some flexible working and with an entitlement to 20 days holiday plus 8 paid Bank Holidays per year.



Applicants need to have experience in administration and be conversant with Microsoft Office, including Power Point and MS Outlook E-mail.

The post holder will also need to be numerate in order to conduct some of the tasks contained in the role.

The post will be supported by some volunteer staff and also require working in co-operation with two other part time administrators who work in other parts of the circuit.



The Administrator must be a team player as they will be working with Clergy, Lay Employees, Church Officials and other Members of Churches within the circuit.

There will be on average five evening meetings per year where the administrator will be needed to attend to take notes.

Applicants would be expected to be able to support and encourage the concepts promoted by the Methodist Church.

Applicants must also be prepared to undertake a CRB Check if appointed to the post as required by the Methodist Church in its Child Protection Policy.

Full details on the appointment and an application pack can be obtained by phoning Mrs Olwen Weller on 01691 652332

The closing date for all applications will be Friday 26th March at 1200hrs to allow time for short listing and references to be obtained prior to the interview.



Interviews will only be held on Saturday 24th April 2010 at Bayston Hill Methodist Centre SY3 0HZ, which is also where the post will operate from.



The post will commence on 1st September 2010 - but to allow for an induction programme prior to that start date **the circuit would like the post holder in place by the beginning of June.**

All applicants will receive a letter as soon as the short listing has taken place, which is likely to be after the Easter holiday.