



Western Fells Methodist Circuit

Circuit Administrator for The Western Fells Methodist Circuit, West Cumbria

Part time - fixed term 2yrs – 16 hours per week.

Flexible home and office-based working with occasional evening and weekend work.

We are looking for a person with proven IT, oral and written communication skills as well as excellent organisational capabilities to work as an Administrator to support the Circuit Team across the Western Fells Methodist Circuit. The circuit consists of 16 churches based in an area from Maryport to the north, Seascale in the South and Keswick in the East. The post will be primarily home based with some time spent in the circuit office and some travel around the circuit.

The focus of the work will be:

- being the first point of contact for enquiries,
- providing the circuit's general administrative requirements, working with ministers, lay employees and churches
- supporting Safeguarding Officers,
- publicity (including social media) and cascading of information,
- policy administration,
- coordinating response to property issues in circuit properties,
- GDPR/data management
- ensuring the efficient operation of the circuit office.

Salary: £10.90 per hour with the option to enrol on a Pension Scheme

Starting: November 2022

An enhanced DBS Disclosure will be required for the successful applicant.

Application details and pack from Jackie Davies at daviescm93@gmail.com

Closing Date: Applications must be received by email by: 17th Oct 2022

Interviews are expected to be held in week beginning: 31st Oct 2022