



# The **Methodist** Church

**PENRITH METHODIST CIRCUIT**

is seeking to appoint a

## **Circuit Administration Manager**

To support our ministry across our circuit and manage our general administrative work.

The Post is a Full-Time permanent position, 37 hours per week  
The salary offered is £22,183 per annum. (Pay review in progress)  
An application form, job description and a person specification are available from: [admin@penrithmethodistchurch.co.uk](mailto:admin@penrithmethodistchurch.co.uk)

Closing date for applications: December 10<sup>th</sup>2021

Interviews will be held 15<sup>th</sup>-17<sup>th</sup>Dec

### **OVERVIEW**

We are a large, diverse circuit with a heart for 'introducing people to Jesus', and to reach out with God's love in our local community. This administrative position builds on existing support work that has been ongoing for many years in our church and wider community, its key aim is to manage all aspects of our administrative workload.

You will be managing a small but busy team within our circuit office based in Penrith Methodist Church;

Your main duties will include the overseeing of all administrative activities; to support ministerial activities where requested; collect, organise, store and retrieve, information and relevant documents; keep accurate records; provide book-keeping and payroll services; organise conferences and room lettings; co-ordinate the church's diary of events and support the Ministers and other church officers where required, also Line Manager responsible for the role of our Administrative Assistant.

This post would suit a person who is comfortable taking initiatives with a minimum of supervision and is comfortable with a varying and flexible workload. You will be a clear communicator and have a good telephone manner. Sharing our Christian viewpoint would be advantageous along with a desire for supporting our local community.