



The Methodist Church

LIVERPOOL DISTRICT

Registered Charity No 1134011

The Liverpool Methodist District has a vacancy for a Personal Assistant (Administration) - 25 hours per week

Salary £12,350 to £14,240 per annum (equivalent to £9.50 to £10.95 per hour dependent on qualifications and experience – minimum always subject to the Living Wage Foundation Living Wage.

Home based or in a local church office, to be discussed at interview.

The Liverpool Methodist District is seeking a Personal Assistant to provide confidential administrative support for the Chair of the District, administrative support to District Officers and manage the District Office.

As Personal Assistant you will be responsible for providing excellent PA support, dealing efficiently and sensitively with enquiries, especially those of a confidential nature. You will need to work collaboratively with other District Officers and others across the whole Methodist Church structure and with Ecumenical partners.

You will need to demonstrate a calm and confident approach, proven administrative competence, strong organisational and planning skills. You should be able to prioritise confidently and be able to adapt to changing priorities.

For more information and an application form contact Stephen Cooper (District Treasurer) at admin@liverpoolmethodist.org.uk

Closing date for applications is Friday 15th October at 12 Noon.