

## **Personal Assistant to the Chair of District**

*Are you confident with office IT (Word, Outlook etc.) and well organised?*

*Are you personable, and looking to work as part of a friendly team?*

*You might be the person that we are looking for.*

The Manchester & Stockport District is seeking to appoint a part-time Personal Assistant to the Chair of District to join the District team on a permanent contract, 12 hours per week, from 1<sup>st</sup> September 2022.

Salary £7,857.18 p/a (6% employer pension contribution)

Working directly with and for the Chair of District, who has responsibility for the oversight of a network of 130 churches and projects, you will assist and support in managing communications, diary appointments, and preparation for meetings. You will work confidently with standard IT software as part of a small District Office team based at Sale Moor Methodist Church, M33 2PP.

Application pack is available on the website

<https://www.mandsmethodists.org.uk/news-stories/vacancy-pa-to-district-chair.html>

or from the District Office:

[comms@mandsmethodists.org.uk](mailto:comms@mandsmethodists.org.uk)

Closing date for application: Sunday 10<sup>th</sup> July 2022

Interview date to be arranged in final week of July.