

West Pennine Moors Methodist Circuit

CIRCUIT ADMINISTRATOR

We are looking for an enthusiastic and self-motivated person with good administrative skills and experience to provide support to the Superintendent Minister and work with other Circuit Staff and volunteers to ensure the smooth running of the Circuit

The salary offered is £10,240.75 p.a., for 20 hours per week, the usual working hours being 9am until 1pm Monday to Friday (but will be discussed at interview), some evening work is expected, with time off in lieu.

An Application Pack, including further information and application form, is available by contacting the Circuit Administrator

- Email - weshall@btconnect.com
- Phone - 01254 666331
- Mail – Circuit Office, Wesley Hall Methodist Church,
Feilden Street, Blackburn BB2 1LQ

Applications must be received by the end of Friday 27th March 2020

Interviews will take place on Thursday 16th April 2020