

PART-TIME TEMPORARY CIRCUIT ADMINISTRATOR

The Upper Thames Circuit requires a part-time temporary Circuit Administrator based at the Circuit Office in Highworth Methodist Church, for the period August 2018 (or as soon thereafter) to January 2019 inclusive, pending a review and revision of the Administrative arrangements for the Circuit in 2019.

Consequently, this is a fixed-term contract but the successful candidate may, if they wish and have the appropriate qualifications, apply for the permanent post once it is determined and advertised in the future. The position affords office and administrative support for the Circuit Leadership Team in its day to day duties and management of human resources (both paid and volunteer). Duties include taking minutes of meetings, maintaining secure records and assisting in the implementation of policies and procedures for appointments, safeguarding, data protection, personnel and payroll, finance, property and archives, as well producing and distributing the regular preaching plan.

Good IT skills are essential

Salary: £8.45 per hour. 16 hours per week, over 2 or 3 days (to be negotiated)
with 3 evening meetings per quarter

Appointment will be subject to DBS clearance

Closing date for applications: 30th July 2018

Contact: Mike Ashford, Senior Circuit Steward
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