

NEW JOB AD

PART-TIME CIRCUIT ADMINISTRATOR

The Upper Thames Circuit requires a part-time Circuit Administrator based at the Circuit Office in Highworth Methodist Church, for the period October 2018 (or as soon thereafter) to January 2020 inclusive on a fixed-term contract. This contract may then be extended beyond that period at the discretion of both parties. 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: C.O.P. 15th October 2018

Contact: Mike Ashford, Senior Circuit Steward
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