

Circuit Administrator

<p>Basic Information</p>	<ul style="list-style-type: none"> ▪ Based currently at the Circuit Office, at the Haughton Green Methodist Centre, Two Trees Lane Denton ▪ Permanent part/time post 16 hours per week ▪ Incremental salary scale £9,250 (£11.12 per hour), increasing to £9,500 (£11.42 per hour) on successful completion of probationary period ▪ Pension scheme available
<p>Short Description</p>	<p>The post-holder will be an essential part of the Circuit, working closely with the ministers and lay leaders to develop, promote and sustain the vision, values, and mission of the circuit.</p>
<p>About this post</p>	<p>The post offers opportunity for a variety of tasks and the person appointed will be able to demonstrate that they are innovative and self-driven, as well as having skills to enable effectiveness amongst the many volunteer lay workers of the Circuit. The main tasks of the job are: -</p> <ul style="list-style-type: none"> ▪ Circuit Administration ▪ Effective two-way communications with a wide range of stakeholders ▪ Engaging People
<p>About you</p>	<p>If you have experience in a similar post where excellent written and verbal skills are a requirement, coupled with excellent organisational skills, can interact well with others and take pride in your overall performance your contribution could be the one that we are looking for to help this developing new circuit achieve its missional goals</p>
<p>Applying</p>	<p>If you are interested in this new post, then please email rwjtonkin@aol.com for a job application pack</p>
<p>Closing date</p>	<p>Completed applications should be returned by email to rwjtonkin@aol.com by Wednesday, 13th April 2022 at 5pm</p>
<p>Interviews</p>	<p>It is planned that interviews will be held on Tuesday, 03rd May 2022</p>