



# The Methodist Church

## ALTRINCHAM METHODIST CIRCUIT

Superintendent Minister – Rev Janet Aspey  
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### **ALTRINCHAM METHODIST CIRCUIT**

#### **CIRCUIT ADMINISTRATOR**

We are seeking to appoint an administrator to provide administrative support to the four churches in our Circuit.

Permanent/part time – 16 hours per week. The pattern of work will be agreed with the post holder but ideally would be split across four days.

Location: Primarily at our Circuit Office at Barrington Rd, Altrincham. Some visits to other sites may be required.

Salary: £8367.20 (Methodist pay scale) . £10 per hour

Duties will include room bookings, involving customer contact, setting up licenses, invoicing and obtaining payments, as well as other administrative tasks to support our ministry team and to ensure smooth communications within our church membership. This is an evolving role with opportunities to help shape the future direction of our churches.

The successful applicant will:

- have excellent communication and interpersonal skills, with an ability to work as part of a team to achieve the highest standards.
- have skills in the use of Microsoft 365, Sharepoint and Teams as well as in other digital communications. Training in these areas can be made available.
- be in sympathy with the values and ethos of the Methodist Church

We offer:

- A caring, welcoming and supportive environment with a strong Christian ethos;
- Autonomy and flexibility within this role to develop new systems to enhance our community involvement and communication.

For further details and an application form please email

[circuitoffice@altrinchammethodistcircuit.org.uk](mailto:circuitoffice@altrinchammethodistcircuit.org.uk)

Please refer to the Job Description and Person Specification when completing your application.

Closing date for return of applications : 10th June 2022

Interview date: Weeks beginning 20th/27th June 2022

Preferred start date : ASAP