

# **Harrow & Hillingdon Circuit**

## **PART-TIME**

### **CIRCUIT ADMINISTRATIVE ASSISTANT**

*The main duties will involve:*

- Working as part of the admin providing general administrative support to the circuit ministers, officers and churches
- Liaison with officers at all levels within the Methodist Church and outside organisations
- Research, preparation & distribution of information
- Administrative support for circuit events, training & lettings
- Data entry

Applicants are sought with relevant experience, computer literacy and sympathy with the aims of the Church.

The post is for 15 hours a week

Proposed start date: November 2020

Starting salary of £10.75 per hour

For an application pack or for more information please contact:

Mrs Nicola Mercer

Tel: 07765 585836

e-mail: [hahcircuit@btconnect.com](mailto:hahcircuit@btconnect.com)

**Closing date for applications:  
midnight on Wednesday 16<sup>th</sup> September 2020**