



Are you the person we are looking for?

- ✓ experienced in administrative work
- ✓ able to work on own & manage own workload
- ✓ confident in engaging with young people
- ✓ able to work from home
- ✓ familiar with administrative and IT systems & packages

The Northampton District of the Methodist Church require an Administrator to be part of a small team responsible for running the ONE Opportunity programme that will employ and train young people within the Methodist District.

One Opportunity—District Young Leader Scheme Administrator(home-based)

7 hours per week / £9.14 per hour until 31st August 2021

Closing date: 9am Monday 28th January 2019

Interview date: Monday 11th February 2019



For further information or an application pack,
please contact the Northampton District Office on
northampton.distoffice@gmail.com or 01604 630128

