

Circuit Administrator

High Wycombe Methodist Circuit (ref HWCCA24)

- Can you provide administration support for the High Wycombe Methodist Circuit which includes liaising with the churches, the wider District officers and Connexional team as necessary?**
- Are you able to work alongside the Superintendent and the Circuit Leadership team offering a wide variety of administration support?**
- Interested in joining a friendly inclusive team of people, a post which offers a flexible working pattern and home working opportunities**

Interested in the role?

This is a part-time role of up to 15 hours per week with some occasional evening work and will be remunerated at £14 per hour

A detailed job description, person specification and application form can be obtained by emailing Howard Lewis at howard@hl-csl.co.uk. Closing Date: 30th June 2024