

**\*\*\*\*\*PART-TIME JOB\*\*\*\*\***

**Circuit Administrator: Hyde & Denton Methodist Circuit**

This is an important new position aimed at underpinning the Circuit's mission with efficient and effective administrative support. Reporting to the Circuit Superintendent the ideal candidate will be a resourceful self-starter with a proven background in administration.

The role will attract those with excellent communication and organisational skills as well as a good level of IT, MS Office suite and Social Media skills which are essential to support the management reporting requirements.

8 hours per week @ £8.75 per hour based at Hyde Central Methodist Church Office. Occasional evening/weekend work, quite a degree of flexibility.

Applications forms and further information from Helen Murphy: [helenmurphy909@gmail.com](mailto:helenmurphy909@gmail.com) or 0161 367 9403.

Closing date: 29 October 2018

Interview date: 9 November 2018