

Wembley Circuit invites applications for the new post of **CIRCUIT ADMINISTRATOR**

Part-time: 20 hours, including occasional evenings

Fixed term of 3 years, in the first instance

Salary: £11,000 p.a.

Location: Park Lane Methodist Church, Park Lane, Wembley

### **The organisation**

Wembley Circuit is a group of four Methodist churches: Park Lane, Ealing Road, Neasden & Sudbury and is a registered charity. Like the multi-ethnic borough in which the circuit is situated our community of faith originate from various parts of Africa, Asia, the Caribbean, South America & United Kingdom. Churches of other denominations also meet on our four premises throughout the week.

### **The role**

We are looking for a proactive and flexible individual to provide administrative support for the Superintendent Minister and the Circuit Leadership Team. This will include dealing with routine enquiries, correspondence and filing; sourcing, producing, updating, circulating and filing various Circuit records; developing, managing and maintaining a circuit website; diary management; ordering resources and updating financial accounts.

### **The candidate**

Educated to GCSE standard or equivalent with good computer literacy, you will have experience of data entry and researching and presenting information in relevant formats. Managing websites will be a key skill. An excellent communicator, you will be able to deal professionally and positively with a range of people including members of the public. Effective prioritising and organising skills are also essential to the role.

### **To apply**

For a job description, person specification, equality and diversity monitoring form and to access an application form, please go to Park Lane Methodist Church website:

[www.plmc.org.uk](http://www.plmc.org.uk) The closing date for applications is **Friday, 1<sup>st</sup> September 2017**.

Previous applicants need not apply. Please note that only short-listed candidates will be contacted for interviews, which will be held either on **Friday, 15<sup>th</sup> September 2017 or on Friday 29<sup>th</sup> September 2017 between 10am & 4pm**.