

Banbury Methodist Circuit

ADMINISTRATOR

25 hours per week (may be negotiable)

Based at Marlborough Road Methodist Church, Banbury

We are seeking a well organised, pro-active and resourceful individual with good interpersonal skills to take over the administrative work of the Banbury Circuit and the day to day management of the central Banbury Church

- The range of work will include:
- Being the first point of contact for those who pass through the doors of Marlborough Road church during the week
- Health and Safety, Safeguarding, Charity Commission practice, management and maintenance of property throughout the circuit
- You will support the Circuit Team Ministry in their work as well as circuit stewards and other circuit officers. You will need to be comfortable working on your own as well as part of a team. Occasional evening work may be necessary.

Salary: £12 per hour

Application forms and job description are available by e-mail from ian@cianp.org.uk

Further information from Rev Lin Francis on bancir@outlook.com

This post is subject to enhanced DBS check

Closing Date: Friday 11th September 2020

Interview Date: Monday 21st September 2020