



The Methodist Church

Birmingham Methodist Circuit

Circuit Administrator – Property

The post holder will have the following responsibilities:

To provide administrative support for the Circuit Property Team with regard to Circuit Property and Churches

To deal with correspondence and emails, filing of documents, updating databases, managing property contracts, organising and taking minutes of meetings, completing online returns, disseminating property information to churches and giving assistance to staff and volunteers on property matters.

The successful applicant will be educated to GCSE level or equivalent, have experience of office administration, will have good I.T. and communication & organisational skills, able to work alone and as part of a team and have an interest in property matters.

Salary range: £7,806 - £8,224 p.a. (£12.51 - £13.18 per hour) for 12 hours per week, dependent on qualifications and experience. Flexible working hours.

Further details and application form are available to download from our website or contact Circuit Administrator 01214721060
ssaunderson@birminghammethodistcircuit.org.uk

Closing Date for applications: 12 noon on Friday 4th February 2022

It is proposed that interviews will be held on Thursday 17th February 2022

Probable starting date: Monday 28th February 2022

There is a genuine occupational requirement that the post-holder is willing to work within the ethos of the Methodist Church.