Airedale Methodist Circuit
in the Yorkshire West District

JOB VACANCY

CIRCUIT ADMIN ASSISTANT

We are seeking to appoint a part-time Circuit Admin Assistant to work in our busy Circuit Office, supporting the Circuit Administration Manager.

We're looking for someone who enjoys supporting and enabling the work of others by undertaking administrative tasks. The ideal applicant will be well-organised and self-motivated with good verbal and written communication skills and a keen eye for detail.

The person appointed will be required to:

- Work under the direction of the Circuit Administration Manager, dealing with office correspondence, telephone enquiries, email, photocopying, collating, filing etc.
- Produce the Circuit Directory and other Circuit communications, including advertising materials.
- Coordinate the production of the Circuit Preaching Plan four times a year in consultation with the Superintendent Minister.
- Provide admin support to the Finance & Property Team, including dealing with licence renewals and quinquennial inspections.
- Provide admin support in relation to Safeguarding across the Circuit.
- Oversee the archiving of Circuit and local church documents.
- Order stationery and other resources/supplies.
- Maintain data in line with the latest GDPR requirements

The appointment requires an enhanced DBS disclosure and satisfactory references.

The appointment requires an understanding of the aims, ethos and structure of the Methodist Church in Britain.

NEXT STEPS & MAIN TERMS

Hours of work:	16 hours per week worked flexibly, Monday to Friday, in agreement with the Line Manager. Actual days, start and finish times will be variable in accordance with the needs of the Employer and may occasionally include some evenings and weekends in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week.
Contract:	Permanent
Rate of pay:	£15.65 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Circuit Office, Silsden Methodist Church, 80 Kirkgate, Silsden, BD20 0PA.
Next steps:	For more information and an application pack, please contact Claire Corp: clairecorp@hotmail.com or 07884 363148.

Closing date:	Friday, 27th November 2026 at 12 noon
Interview date:	Week commencing Monday, 7th December 2026
Start date:	Monday, 11th January 2027 or as soon as possible thereafter

To learn more about our Circuit and the work that we do, please visit:

www.airedalemethodists.org