

CIRCUIT ADMINISTRATION MANAGER

We are seeking to appoint a part-time Circuit Administration Manager to work as part of the Circuit Team. The person appointed will support the Circuit Leadership Team by providing an administrative function to the Circuit and Superintendent Minister and relating to local churches, projects and Circuit groups.

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. This role will provide the successful candidate with an important position in an office which is at the heart of our Circuit.

Responsibilities will include:

- Working closely with the Superintendent Minister
- Day to day line management of the Circuit Admin Assistant (to be appointed in January 2027)
- Maintaining the Circuit diary and booking meetings
- Being the main point of contact for Circuit and District communications
- Managing the Circuit website and social media channels
- Supporting the review of Circuit activities and initiatives
- Ensuring GDPR compliance

For a full list of responsibilities, we encourage you to request an application pack.

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:	£17.75 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, 9 th October 2026 at 12 noon
Interview date:	Week commencing 12 th October 2026
Start date:	9 th November 2026 or as soon as possible thereafter

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

www.airedalemethodists.org