

Are you an experienced Administrator looking for a part time role to co-exist with your outside of work commitments? Are you looking for a role that offers flexible working along with room for personal development?

The "Thames Valley Methodist Circuit" are looking for an Administrator to join us on a part time, 15 hours per week basis offering flexibility within these hours.

The role of the Circuit Administrative Assistant is to support the Superintendent Minister and the 10 congregations of the Circuit by ensuring that administrative tasks are carried out in a timely, accurate and consistent manner.

For this role we are looking for somebody who has good attention to detail as well as the ability to prioritise and manage their own workload effectively. Strong communication skills both written and verbal are essential as well as a good level of knowledge across all Microsoft packages. In this role you will be required to handle confidential information in a sensitive manner.

Although there is a circuit office at Windsor, it is also totally acceptable to work from home if that is preferred, or to do a little of both as suits the successful applicant.

The main duties of the role include:

- General administrative tasks ie emails, scanning, photocopying etc
- Managing communication between Churches, Circuit, District and Connexion
- Assisting in the organisation of the quarterly Preaching Plan
- Creating and maintaining Database for a variety of training programmes.
- Maintaining holiday and sickness records
- Taking minutes of meetings when required, approx. 8 meetings per year.

About us:

The Thames Valley Methodist Circuit and its churches are positioned on either side of the river Thames as it meanders towards London. It includes the towns of Maidenhead in the West, and Slough and Windsor in the East and their surrounding villages. There are two Full time Ministers, one part time Minister and one Deacon supported by 20 Local Preachers and Worship Leaders.

The "must haves" for this role:

- Previous experience in a similar role.
- Strong attention to detail.
- Good communication skills both written and verbal.
- Some understanding of Methodism and sympathy towards the aims and beliefs of the Christian Faith.
- Willing to work flexible hours.

We welcome a conversation about flexibility and any other questions you may have. Please don't hesitate to call: Pauline Poole on 07875717730 or email tvmc6off@btconnect.com for a full job specification and Application Form.

Closing date for applications is 13th of April, with interviews in the week of the 22nd April.