

METHODISTS IN ALTRINCHAM



We are looking for a third person to join our Circuit Administration Team which provides support to our ministry team and volunteers and our four churches in Altrincham, Bowdon Vale, Hale and Timperley.

The work is varied and includes communication, room lettings, data management, support for regulatory compliance and event administration. We want to appoint someone who has experience of administrative work and works well in a team and with people from a diverse range of backgrounds and needs. To complement the skills and experience of the present members of the team we are looking for someone who is comfortable working with IT systems and can take a lead in helping us establish a circuit intranet and managing our website and social media profiles. Training in the software and systems we want to use will be provided if necessary.

The person appointed will work 8 hours per week; we can be flexible about the precise working pattern but we want to appoint someone who can work on Wednesdays. Members of the team will work mostly at our churches in Altrincham and Timperley but can be required to work at Hale and Bowdon Vale if necessary.

For a full job description and person specification and details of how to apply please contact Kevin Jaquiss (kevin.jaquiss@gmail.com 07712 661922)