



Do you have .....

- proven interpersonal skills and an ability to support volunteers
- an awareness of the need to respect confidentiality
- skills in organisational and financial administration
- proven experience in the use of computers
- numeracy skills

If so, we would love to hear from you.

Leeds North and East Methodist Circuit ([www.leedsnandemethodist.org.uk](http://www.leedsnandemethodist.org.uk)) is seeking to appoint a **Circuit Administrator** for (up to) 24 hours per week (some flexibility is available in working hours to suit the successful applicant). The role will be based in the Circuit Office at Lidgett Park Methodist Church (LS8 1HG)

**Salary:** Flexible around 24 hours a week with a salary pro rata to £22,800 full time (i.e. £11 per hour) plus 6% pension.

This appointment is subject to a satisfactory enhanced DBS check.

Further information and application pack available from:

Mrs Naomi Hannan Oakwood Church  
Springwood Road, LEEDS LS8 2QA  
07305 170 979  
[circuitoffice@leedsnandemethodist.org.uk](mailto:circuitoffice@leedsnandemethodist.org.uk)

or contact Rev Robert Creamer (Superintendent Minister) for a conversation  
on 0113 264 5831 [RobertCreamer@yahoo.com](mailto:RobertCreamer@yahoo.com)

Closing date for applications: Friday 11<sup>th</sup> January 2019  
Interviews will be held on: Wednesday 23<sup>rd</sup> January 2019

We look forward to hearing from you.