

## Vacancy – Cheshire South Methodist Circuit Administrator

Cheshire South Methodist Circuit requires an administrator for the Circuit. The position has arisen due to the relocation of the current post-holder.

This will be a permanent appointment and provides an opportunity to make a real difference to the mission of the Circuit.

The hours of work are **20 hours per week** worked usually over 5 weekdays.  
The salary will be **£21,424 per annum, (10,712 pro-rata)**.

The date of commencement will be **Monday 20<sup>th</sup> April 2020, or as soon as possible thereafter**.

The closing date for applications is **Friday 3<sup>rd</sup> April 2020** and short-listing will take place in the week beginning **6<sup>th</sup> April 2020**. The interview will take place on **15<sup>th</sup> April 2020**.

For an informal discussion or more information, please contact  
Heather Staniland at [hstaniland@gmail.com](mailto:hstaniland@gmail.com)  
or Judith Bell at [1108info.cheshiresouth@gmail.com](mailto:1108info.cheshiresouth@gmail.com)  
or 01270 876426

**Application packs can be found on the Vacancies tab on  
the Cheshire South Methodist Circuit website  
<https://www.cheshiresouth.org.uk/>  
and the District website on  
[www.chestokemethodists.com](http://www.chestokemethodists.com)**