



Christchurch and Wimborne Methodist Circuit

JOB VACANCY

Circuit Administrator (part-time)

We are looking for part-time Administrative Support for the Superintendent Minister and the Circuit

This is an interesting and varied appointment which offers opportunities for a good communicator and self-motivated person to use a variety of administrative skills to assist the Superintendent Minister in the efficient running of the Circuit

Main responsibilities will be:

- Acting as personal assistant and point of contact for Superintendent Minister
- Preparation of Circuit Preaching Plan
- Preparation of Circuit Directory
- Inputting and Maintenance of a variety of Circuit related information

The successful applicant will mostly work independently from home, with occasional in-person meetings, so internet access and Microsoft Office skills are essential.

Working hours: 25 hours weekly Monday-Friday, to suit the applicant

Salary - £16.34 p.h. (£21,242 per annum)

For further information and an application package, please contact

Shirley Hewitt, Circuit Steward.
s.hewitt52@btinternet.com

Closing date 10 May 2026

Interview date: during w/c 25th May 2026

Date of Appointment: 1st July 2026

There is an Occupational Requirement that the post holder is a Christian.