



The **Methodist** Church

**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:

- 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: 15 hours weekly, Monday to Friday to suit the applicant

Salary - £16.34 p.h. (£12,745 per annum)

For further information and an application package, please contact

Shirley Hewitt, Circuit Steward.  
[s.hewitt52@btinternet.com](mailto:s.hewitt52@btinternet.com)

Closing date 30 June 2026

Interview date: during w/c 6<sup>th</sup> July 2026

Date of Appointment: 1<sup>st</sup> August 2026