



# The Methodist Church

## Scotland District District Administrator / Chair of District's PA

We are seeking to recruit an experienced person to fulfil this part-time post. The person appointed will provide administrative support to the Chair of District, District officers and Methodist churches across Scotland.

Do you have experience and skills in:

- general office and administrative tasks?
- using IT for word processing, email and Internet as well as the ability to use a database and spreadsheets?
- maintaining websites?

Are you able to:

- manage your own workload under some supervision?
- organise a diary / events / committees?
- manage the District Directory / database? (GDPR knowledge helpful)
- work flexibly and to deadlines?
- work two Saturdays per year for District Synod?

Office currently in Dunblane. Could be home based, if within 1 hour of Stirling.

This post is open to people who understand the Methodist Church's teaching and organisation and who are in sympathy with its aims.

**Hours:** 7 per week, possibly more in busy periods

**Salary:** £4368 per year (£12 per hour)

**Closing date for applications:** 6 March 2020

**Further details and application form from:**

Mrs Eileen Cox (Interim Administrator)

Telephone: 07307 192 494

Email: [districtadmin@methodistchurchinscotland.net](mailto:districtadmin@methodistchurchinscotland.net)