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## **Office Manager East Mercia Methodist Circuit**

Are you self-motivated, administratively efficient, and adept at delivering excellent customer service? If so, then this is an exciting role for you.

The East Mercia Circuit is a team of five ministers, 16 churches, five community projects, and has several lay employees. We are seeking to appoint a Circuit Office Manager to help manage and co-ordinate the communications and various administrative processes within the Circuit.

Reporting to the Superintendent Minister, the Circuit Office Manager will be based in Rugby and will manage the two Circuit Office staff. This post is the principal point of contact for the Circuit and the postholder will have considerable scope in continuing the development of Circuit records and processes.

**Salary: £19,422 p.a. (equivalent to £32,370 p.a. wte)**

**Hours :22.5 hours per week.**

**For an application form and more information contact: [nathan.falla@methodist.org.uk](mailto:nathan.falla@methodist.org.uk)  
or telephone 07930 396813.**

**Closing Date for receipt of applications: 5pm on 2nd June 2025.**

**Interviews will be held on 11th June 2025.**