



PA to Circuit Staff

The Oxford Circuit of the Methodist Church seeks to appoint a PA, part-time, to support the work of two ministers and a community chaplain. The postholder will make a major contribution to efficient management of diaries, setting up of meetings, updating communications, and running of the Rose Hill Community Cupboard – so enabling Circuit staff better to proclaim the love of God.

We seek somebody in sympathy with the Methodist church, who has:

- Experience as a PA or in administration.
- Good communications skills.
- The ability to work both under direction, and without direct supervision.

Hours: 18 per week
Salary: £13,000 pa (£27,000 pro rata)
Deadline for applications: 3rd April 2024
Interview Date: 10th April 2024

The post holder will be employed by the Oxford Methodist Circuit. One day a week will be based at Wesley Memorial Church, New Inn Hall Street, Oxford. Otherwise location is flexible, and could include some working from home.

For further details and an application form, contact hr@oxfordmethodists.org.uk. For an informal conversation about the role, contact Jo Godfrey, the Circuit Administrator (office@oxfordmethodists.org.uk)