

Recruitment of a District Administrative Officer

The Plymouth & Exeter District of the Methodist Church is recruiting a **District Administrative Officer** for **14 hours a week**.

The post will require some attendance at the District Office based in The Mint Methodist Church, Fore Street, Exeter but includes the facility to work from home.

The post holder will:

- maintain and use the District data sets [using Word and Excel]
- be Administrator of the District website [including E-News, Facebook and Twitter]
- provide administrative support to District Officers.

We are seeking someone with initiative and flexibility to help us serve the churches of the District.

Salary: £10.52 per hour

Closing date for applications is 2p.m. on Friday, 19th October 2018

Application forms and details from the District Support Officer:

Email: admin@pemd.org.uk

Tel: 01392 211624 (answer phone)

Interviews will be at the District Office on Monday, 29th October from 9a.m.