

Communications and Administrative Officer

Gwent Hills & Vales Methodist Circuit

12 hours per week

£8.75 per hour

Gwent Hills and Vales Methodist Circuit is looking for a person to assist with communication and administrative tasks within the Circuit. Gwent Hills & Vales Circuit was established eight years ago and covers a geographical area from Abergavenny to Bedwas and Cwmbran to Tredegar. It consists of 33 churches and has six ministerial staff and two supernumerary retired ministers. The circuit has a Circuit Leadership Team made up of staff and lay persons.

The successful candidate will need to be personable with a good telephone manner; have a good level of education and oral and written skills. Experience in the use of Microsoft Office (Word, Excel, Outlook, Access and Publisher) is essential. Due to the confidential nature of the job the applicant must be trustworthy.

Gwent Hills & Vales Circuit is looking for someone who not only provides administrative support but can be a focal point for the circuit and who can collate an events diary and newsletter and is confident with use of social media, particularly Wordpress, Facebook and Twitter.

The Circuit Office is currently situated in Llanyrafon Methodist Church, Cwmbran, but the officer could be located in other suitable Methodist Church premises, subject to approval, within the area covered by the Gwent Hills and Vales Methodist Circuit.

Some flexibility is required as attendance at approximately ten evening meetings per year is required. Understanding of Methodist practices is desirable but not essential.

A full Job Description and Person Specification can be found on the Circuit website <http://www.gwenthillsandvales.org.uk/>

All application forms should arrive in the Circuit Office either by email: admin@gwenthillsandvales.org.uk or by post Gwent Hills & Vales Circuit Office, Llanyrafon Methodist Church, Cwmbran, NP44 8RA (marked 'job application') by noon on Friday, 13th April 2018.

If further information is required, please contact admin@gwenthillsandvales.org.uk and we will respond to your email.