



The Methodist Church In Ireland

Administrative Assistant (part time—15 hours per week)

Two posts available (Belfast and Londonderry)

£18,870—£20,451 (pro rata) per annum, depending upon experience

We are seeking to recruit two part-time administrative assistants to support our District Superintendents in the North Eastern District and the North Western District.

The role of the administrative assistant is to provide high quality administrative support. You will work on a one-to-one basis on a variety of tasks relating to the working life and communication of the District Superintendent and their District. The post holder should be an experienced, self-motivated individual who can work independently and develop the new administrative systems and procedures required for this new role. The post holder will remain conscious of the need to work with respect to the Christian ethos of the Methodist Church in Ireland.

Applicants must:

- 5 GCSEs at Grade C or above
- Proven substantial relevant administrative experience
- Experience of data entry with accuracy
- Experience of efficiently servicing Committees/Boards including minute taking
- Experience of handling confidential information
- have excellent communication and relational Skills
- be IT proficient including Microsoft suite
- be willing to work with respect to the aims and ethos of the Methodist Church in Ireland

Application Packs may be obtained by email from **HR@irishmethodist.org**

Or by post from:

Mrs Gillian Skillen

Human Resources, Edgehill House, 9 Lennoxvale, Belfast BT9 5BY

Closing date for receipt of applications is Friday 5 July 2019 at 12 noon.