



**The Methodist Church**  
In Ireland

**Edgehill Theological College**  
invites applications for the post of

## **Operations Administrator**

The role of the Operations Administrator is multi-faceted and presents an exciting opportunity for the successful candidate to make a significant contribution to the effective administration of the College.

The key duties and responsibilities are:

1. Personal Assistant to the leadership team of Edgehill College;
2. Administrative support to the Board of Governors of Edgehill Theological College and the Board of Ministry of the Methodist Church in Ireland;
3. Oversight and delivery of all aspects of administration for full-time and part-time courses.

This full-time, permanent post will be based at Edgehill House, 9 Lennoxvale, Belfast, BT95BY.

The salary range is £21,074 - £23,111 per annum.

Edgehill Theological College is a Christian college and is part of the Methodist Church in Ireland (MCI). The successful candidate should be willing to work within the Christian ethos of the College.

Details of the role and application process can be obtained by emailing [office@edgehillcollege.org](mailto:office@edgehillcollege.org).

Closing date for applications: 12.00 noon on Thursday 24th January 2019