

Wymondham Methodist Church, Norfolk

Is seeking an Administrator for 8 hours a week based in the Town Green Centre, Wymondham, with home working.

Salary - £10 p.h, 5 working weeks leave (working week of 8 hours) including Public Holidays.

The post includes dealing with hirers, bookings, managing Web and Editing Websites (training offered), raising the Social Media Profile of the Centre and other aspects of administration.

For an application form please contact Ruth Burn: ruthburn@tiscali.co.uk

For further details or for an informal conversation about the role please contact

Rev Steve Cullis on 01953 609106

Interview Date: Wednesday 26th August.

Closing Date Friday 14th August 11:59 p.m.

The Methodist Church is committed to the safeguarding of all.