



**East Anglia District of the Methodist Church**

**District Administrator**

**Based at the District Office, Chapel Field Road Methodist Church,  
Norwich, with flexibility to work from home as appropriate**

**£14 per hour**

**20 hours per week**

Are you an experienced administrator, self-motivated, and with a proven ability of successfully organising and managing a wide-ranging workload? Is doing a job that makes a difference important to you?

As an inclusive organisation we welcome and encourage applications from people of all backgrounds.

For an informal conversation about the role, please initially contact Mike Garwood, District Lay Employment Secretary by email  
DLES@eangliamethodist.org.uk

Further details including a job description and application form are available from:

**Mike Garwood**

**email: DLES@eangliamethodist.org.uk**

**Closing date: 9.00am, Wednesday 22 September 2021**

**Interview: Thursday 21<sup>st</sup> October**

**At Chapel Field Road Methodist Church**

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**The Methodist Church is committed to the Safeguarding of all**