



# The Methodist Church

**The Herts and Essex Border Circuit (HAEBBC) is looking for a special someone. Could it be you?**

We are seeking a part-time Circuit Administrator to provide admin support to the minister and members of the circuit staff.

You need to be educated to GCSE A level or equivalent and have sound admin experience including computer use, written and verbal communication skills and the ability to work independently and also as part of a team.

Further details and application form are available from [frank.okai-sam@methodist.org.uk](mailto:frank.okai-sam@methodist.org.uk)

Completed application forms must be submitted by 12 noon on Friday 10 January 2025.

It is proposed that interviews take place on Thursday 23 January in Harlow and the proposed start date is Monday 3 March 2025.

The appointment will be subject to satisfactory clearance from the Disclosure and Barring Service (DBS check).



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**Circuit office:** St Andrew's Methodist Church, The Stow, Harlow CM20 3AF.  
**Registered charity number:** 1208841