



# Southgate Methodist Church

in the Calderdale Circuit (Yorkshire West District)  
is looking to appoint a

## Resources Administrator

To be responsible for promoting and booking the rooms at Southgate Methodist Church and ensuring a welcoming and harmonious experience for those using the premises.

The role is likely to include work in the following areas:

- Customer Service
- Bookings and Security
- General Administration

The initial two-year fixed term contract will be for a 10-hour working week.

The salary is set at £5,460 per annum  
with the opportunity for enrolment in the church's workplace pension scheme.

For further information and how to apply, please contact  
Keith Iredale at [keith.iredale@ntlworld.com](mailto:keith.iredale@ntlworld.com)

**Closing date for application is Friday 28<sup>th</sup> January 2022 at 12  
noon**

**Interviews week commencing 7<sup>th</sup> February 2022**

**The appointment requires an enhanced DBS Disclosure and satisfactory references.**