



**Denby Dale & Clayton West Circuit** is seeking to appoint a

**Part Time Admin Assistant**

**The initial three-year fixed term contract will be for a 15-hour working week**

We are currently looking to recruit a part-time Admin Assistant for our Circuit of nine churches.

Duties include:

- Secretarial assistance to the Circuit Administrator
- Reconciliation of bank statements for the Circuit via input into spreadsheets
- Maintaining the Circuit Directory
- Maintaining the Circuit Website and developing the use of social media
- Maintaining a database of membership and community rolls for churches
- Assisting the Families Worker with preparation for events

We would love to hear from you if you have a passion to support the ongoing work of the Circuit  
via your skill base of Administration.

- Our churches are located between Huddersfield and Sheffield.
- The post will be based at St Andrew's Church, Penistone, S36 6BR.
- Rate of pay: £9.90 per hour
- The appointment requires an enhanced DBS Disclosure.

Please contact: Ms Sue Cutting (07884 143355) or [sue.cutting1209@gmail.com](mailto:sue.cutting1209@gmail.com)  
for further details and an application pack.

**Closing Date for Applications: Monday, 24<sup>th</sup> January 2022**  
**Interviews will take place on Friday, 28<sup>th</sup> January 2022.**