

Circuit Administrator

East Solent & Downs Circuit of the Methodist Church

East Solent & Downs Circuit is looking for someone to fill the post of Circuit Administrator. The successful candidate will provide a vital point of contact for the 18 circuit churches in relation to a range of administrative matters and will be responsible for minute-taking, record-keeping and circulation of information. They will also have certain duties as personal assistant to the Circuit Superintendent.

If you have excellent organisational skills and an eye to detail; if you are a good communicator, both verbally and in writing, and have a range of IT skills, then this may be the job for you.

Salary: £15.47 per hour £9,653.28 per annum

Working hours: 12 per week during week days with some agreed flexibility regarding weekends and evenings.

Location: Hybrid working - home and Circuit Office at Emsworth.

For more information please contact Alison Rice by email on alison.rice@esandddcircuit.org.uk

Closing date for applications: 18th January 2026