



are looking to appoint a

Church Administrator

The post involves management of the administration of Hexham Trinity Methodist Church in line with its vision. This involves being responsible for keeping accurate Church records, leading on Church Communication, overseeing the lettings and usage of the Church Building, and supporting the Church Treasurer to fulfil their duties.

17 hours a week over 5 mornings
commencing in March 2022

Salary: from £8, 752 per annum (£9.90 per hour), depending on experience.

The appointment will be subject to a satisfactory DBS check

For an application pack please contact John Vincent:
office@hexhamtrinity.org.uk
or download one from the Church Website www.hexhamtrinity.org.uk

Closing Date for Applications: 1 March 2022, 12 noon
Interviews on: Saturday 12 March 2022