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7<sup>th</sup> February 2022

Dear Sir/Madam,

## POST OF CHURCH ADMINISTRATOR AT HEXHAM TRINITY METHODIST CHURCH

Thank you for your interest in post of Church Administrator at Hexham Trinity Methodist Church and for requesting further information about the vacancy. The post is a permanent post for 17 hours a week to be worked over 5 mornings. We hope the successful applicant will begin work as soon as possible after interviews on 12<sup>th</sup> March 2022. I am pleased to enclose an Application Pack which contains the following information:

- Advert
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

If you would like to receive any of the pack in electronic format, please email [office@hexhamtrinity.org.uk](mailto:office@hexhamtrinity.org.uk) and they will be sent to you or you can download them from [www.hexhamtrinity.org.uk](http://www.hexhamtrinity.org.uk)

If you wish to make an application for the post, please complete the enclosed application form. Do read the job description and person specification carefully as these form the basis of our shortlisting process. Please also provide us with contact details for three references and complete and return with your application the enclosed Equal Opportunities Monitoring Form.

Please send your application to Rev Paul Dunstan at the address above or by email to [minister@hexhamtrinity.org.uk](mailto:minister@hexhamtrinity.org.uk). **The closing date for applications is 12 noon on Tuesday 1<sup>st</sup> March 2022.**

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on **Saturday 12<sup>th</sup> March 2022**. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case if you do not receive an invitation before 10<sup>th</sup> March you should assume that on this occasion you have not been shortlisted.

If you have any questions or would like an informal conversation about the post, please contact me by email [minister@hexhamtrinity.org.uk](mailto:minister@hexhamtrinity.org.uk) or phone 01434 603761 (home) or 07727 672535 (mobile).

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely

Revd Paul Dunstan