



### Are you the person we are looking for?

- ✓ experienced in administrative work
- ✓ able to work on own & manage own workload
- ✓ confident in engaging with young people
- ✓ able to work from home
- ✓ familiar with administrative and IT systems & packages

The Northampton District of the Methodist Church require an Administrator to be part of a small team responsible for running the ONE Opportunity programme that will employ and train young people within the Methodist District.

## One Opportunity—District Young Leader Scheme Administrator(home-based )

7 hours per week / £9.14 per hour until 31st August 2021

Closing date: Friday 2nd November 2018

Interview date: Tuesday 13th November 2018



For further information or an application pack, please contact the Northampton District Office on [northampton.distoffice@gmail.com](mailto:northampton.distoffice@gmail.com) or 01604 630128

