



ASSISTANT SECRETARY OF THE METHODIST CONFERENCE

Starting date: From September 2021 for an initial period of 6 years

The Methodist Church is seeking a Presbyterian in Full Connexion with the Conference with the desire, gifts and skills to serve the Conference as Assistant Secretary.

The post holder will:

- Assist the Secretary of the Conference to undertake and deliver the duties and responsibilities relating to that office, as outlined in Standing Orders.
- Oversee the operation and the development of policy and processes relating to the Ministers of the Church and their covenant relationship with the Conference.
- Have aptitude and ability to work under pressure, to a consistently high standard, as part of various teams of people.

A downloadable Information pack is available on line at www.methodistchurch.org.uk/jobs or can be requested by emailing recruitment@methodistchurch.org.uk.

Closing date: 4 September 2020 at noon

Interview date: 18 September 2020

More details about the role is available at www.methodist.org.uk/jobopportunities

The **Methodist** Church 

www.methodist.org.uk