



The Methodist Church Ely and Newmarket Circuit

CIRCUIT ADMINISTRATOR

Ely & Newmarket Methodist Circuit are seeking an enthusiastic person to join our team from December 2025. Key responsibilities are to provide secretarial and administrative support to the Circuit Leadership Team and to the Superintendent Minister.

Based at the Circuit Office in Ely with the option for some home-based working.

18 hours per week with flexible timings.
Some evening working to attend circuit meetings will be required.

£13.86 per hour (£12,972pa).

Training and support will be provided.
A satisfactory enhanced DBS disclosure will be required.

For an information pack please contact Julie Smith:
Tel: 07894 400425 or email: elyandnewmarket@gmail.com

Closing date for applications: 10-Oct-2025.
Interview early November

THE METHODIST CHURCH IS COMMITTED TO THE SAFEGUARDING OF ALL