

Circuit Operations Officer

Norwich Circuit

£29,120 - £30,940 • 35 hours per week

The Norwich Circuit is seeking a highly organised and reliable **Circuit Operations Officer** to support the administrative, governance, and operational life of our churches. This is a key role at the heart of the Circuit, helping to ensure that our mission, ministry, and property responsibilities are carried out smoothly and professionally.

Working closely with the Superintendent Minister, Circuit Stewards, Ministers and volunteers, you will provide reliable administrative coordination, maintain essential records, support governance processes, and help ensure effective communication across the Circuit. You will be part of a friendly and dedicated team serving a diverse group of churches across Norwich and the surrounding area.

About the role

The postholder will:

- Provide administrative and organisational support to the Superintendent and Circuit Stewards
- Coordinate Circuit communications and maintain accurate records
- Support governance processes, including property, safeguarding, and compliance documentation
- Assist with agendas, papers, and minutes for Circuit committees
- Liaise with Property Stewards and contractors
- Support routine financereLATED administration
- Contribute to the smooth running of Circuit operations and trustee responsibilities

We are looking for someone who:

- Has strong digital literacy, including email and internet use
- Is highly organised, reliable, and able to manage competing priorities
- Can work independently and use initiative
- Communicates clearly and professionally
- Can maintain confidentiality and handle sensitive information
- Can build positive working relationships with ministers, volunteers, and church officers
- Holds a driving licence and has access to transport, or other means of travelling independently to Circuit locations
- Is supportive of the values and ethos of the Methodist Church

Terms

- **Salary:** £29,120 - £30,940 per annum, depending on experience

The **Methodist** Church

- **Hours:** 35 hours per week
- **Annual leave:** 5.6 weeks (inclusive of public holidays), based on a 35hour week
- **DBS:** Standard DBS required
- **Probation:** 3 months

How to apply

For an application pack please contact Kate Dalton: [**DLES@eangliamethodist.org.uk**](mailto:DLES@eangliamethodist.org.uk)

Closing date: Friday 12th June

Interview date: Monday 22nd June

THE METHODIST CHURCH IS COMMITTED TO THE SAFEGUARDING OF ALL