

The Yorkshire West Methodist District is looking to appoint an

## **Admin Assistant**

from 3<sup>rd</sup> August 2022

**Part time appointment, 25 hours per week**

We are seeking a part time Admin Assistant to work as part of the District Team.

This is a new post and the person appointed will be required to:

- Work under the direction of the District Administrator, dealing with office correspondence, telephone enquiries, e-mail, photocopying, collating, filing etc.
- Maintain data in line with the latest GDPR requirements.
- Take minutes at meetings, some of which may take place in an evening.
- Assist in the production and circulation of District resources.

The post will be for 25 hours per week, worked 9:30 am to 2:30 pm, Monday to Friday, based at the District Office, 4 Easby Road, Bradford, BD7 1QX and may include occasional evening and weekend work.

The rate of pay will be £11.23 per hour, with enrolment in the District's NEST workplace pension scheme.

For more information and an application pack please contact the District Administrator:  
[admin@ywmethodist.org.uk](mailto:admin@ywmethodist.org.uk) or 01274 392628

Closing Date: Tuesday, 7<sup>th</sup> June 2022 at 10 am  
Interviews will take place on Monday, 20<sup>th</sup> June 2022.

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The Yorkshire West Methodist District came into being on 1st September 2017 and was formed from a joining together of the former West Yorkshire District and part of the previous Leeds District.

The geographical area covered by the District stretches approximately 80 miles from Ingleton in the north to Penistone in the south, and 50 miles from Todmorden in the west to Knottingley in the east.

The District is made up of a range of communities and settings, including extensive rural areas, large cities and urban towns, and smaller market towns and villages. Throughout this diverse area there are local Methodist churches of people gathering together as disciples of Jesus Christ to worship God and serve their local communities.