

The **Methodist** Church  **The Cornwall District**

## **Camborne, Redruth and Hayle Circuit (12/1)**

**Circuit Office, Wesley Chapel, Chapel Street,**

**Camborne, Cornwall, TR14 8EG**

*Registered Charity No. 1139494*

### **Part Time Administrative Assistant/PA**

To provide administrative and PA support.

Competency required in MS Office, databases, websites and social media.

Post based in Camborne.

9-12 hours a week, negotiable.

Closing date for applications 4pm, Wednesday 10th October.

Interviews on 15<sup>th</sup> and 16<sup>th</sup> October.

For application pack, email: [\*\*jobs@methodist121.org.uk\*\*](mailto:jobs@methodist121.org.uk)