



Help shape our future policies

Executive Support Officer x 2

Salary £33,043 per annum including Inner London Allowance

The Methodist Church has two vacancies to provide executive support for the Connexional Team leadership.

You will be an enthusiastic and resourceful self-starter with experience of policy and/or executive support for senior managers. You will be able to research and assimilate new information quickly, and keep abreast of rapidly changing situations and work themes. You will have a diplomatic manner and strong interpersonal skills that enable you to work with a wide range of people. Your strong communication and numeracy skills will enable you to deliver high profile pieces of work within pressured time frames for the governing bodies of the Church.

The Executive Support Officer is expected to understand and be in sympathy with the aims of the Methodist Church, but is not required to be in formal membership.

Closing date for applications: noon on Friday 23rd July 2010

Interview date: Thursday 5th August 2010

If this is something you wish to explore please go to:

www.methodistchurch.org.uk/jobs where you can find more details and an application pack.

**You can also contact: Development & Personnel Office,
25 Marylebone Road, London NW1 5JR. 24 hour recruitment line:
020 7467 3769 Email: recruitment@methodistchurch.org.uk**

The Methodist Church is an
equal opportunities employer.
All are welcome.

Registered Charity No. 1132208

The **Methodist** Church 

HIGHLY PROFESSIONAL, DISTINCTIVELY CHRISTIAN

www.methodist.org.uk