

Circuit Safeguarding & Administrative Worker

The Stafford Methodist Circuit is seeking a Safeguarding & Administrative Worker to support and oversee the Circuit's Safeguarding Practices and to provide day to day administrative support to the Superintendent Minister, in collaboration with the Circuit Administrator.

Working closely with the Superintendent Minister, we seek someone with the ability to lead and instruct on all aspects around Safeguarding at Circuit Level. Applicants should have experience in Safeguarding within a volunteer or employed environment with a working knowledge of workplace IT systems.

20 hours per week

Salary: £27,742.95 pro rata

Start Date: 5th January 2026

Closing date for applications: 12pm 20th October 2025

Interviews to take place on 6th November 2025

For Job Description & Person Specification, please contact
admin@staffmc.org.uk