**European Methodist Council Support Officer**

The European Methodist Council (EMC) is looking for a Support Officer to support the work of the Council in strengthening the identity, communication and presence of European Methodism.

We are looking for someone who has experience in agenda setting, taking minutes and producing paperwork for meetings, and coordinating events and seminars. The post holder will also engage in relationship building with worldwide partners, and share information and provide connection between the member churches, particularly through web presence and social media channels.

The ideal applicant will have experience of engaging at a European level with church or not for profit organisations, and of working with Church leaders at national and ecumenical level.

You will have excellent project and administration management skills; be able to communicate effectively orally and in writing (including a written English language qualification), and be able to set priorities, work under pressure and meet deadlines.

You will be willing to travel and be available to work irregular hours especially evenings/weekends.

You will have a mature Christian faith, and have a wide knowledge and understanding of, and be in sympathy with the beliefs and ethos of the global Methodist and Wesleyan tradition churches. You will also be willing to engage and develop a detailed understanding of the working of European Methodist Churches.

This location of this post will be linked to one of the EMC member church’s offices (a list is available on the [EMC website](http://methodist.eu/?q=node/1)). The post holder can either work at home, or office accommodation could be sourced either within a local or national Church office near the place of residence.

Further information can be found in the Job Description [insert link]

**If this role is for you, please complete the application form and send by email to:** [**office@umc-ne.org**](mailto:office@umc-ne.org)

**Application deadline: 10. February 2018**

**Online interview date: 19. February 2018**