

Job description

Job Title:	Circuit Administrator
Hours:	Part time - 20 hours per week
Lay Employee in the	East Staffordshire and South Derbyshire (ESSD) Methodist Circuit
Location:	Flexible working from home possible with at least 2 days in the office per week at the Oasis Centre, Swadlincote.
Responsible to:	The Lay Employee will be employed by the managing trustees of the ESSD Methodist Circuit and will be line managed by the Superintendent of the Circuit.
Purpose and Objectives:	To support the governance and mission of the Circuit by facilitating in the administration tasks of the Circuit, in particular to aid the work of the Circuit Stewards and provide administrative assistance to the Superintendent Minister and Ministerial Staff.

Main Responsibilities

Communication

- Develop and implement systems to ensure the efficient management of circuit administration.
- Be the first point of contact for the Circuit, responding to enquiries received by phone, email, Facebook messenger and the website.
- To be a central Circuit contact point for the Nottingham and Derby District, Methodist Connexion and outside organisations
- To maintain effective communication within the Circuit. To share information to churches and relevant people in the Circuit and District, including weekly notices and sharing details of events on social media.
- To update and maintain the Circuit Website and social media platforms.

Support for the Circuit Staff

- To provide administrative support to the Superintendent Minister.
- To work collaboratively with Circuit Staff and Stewards to facilitate the effective and efficient operation of the Circuit's financial and corporate responsibilities.
- To support the Circuit in its role as managing trustees; particularly supporting the administration of the Circuit and its care for property, financial and safeguarding issues
- To collate information from Churches and Ministers, word-processing, printing, maintaining and distributing of the Circuit Directory, the Preaching Plan, and publicity for events.
- To update and maintain the Charity Commissioners website and assist in the production and publication of the Trustees Annual Report.

Support for the circuit and local churches

- To maintain and update the circuit record of safeguarding training and facilitate safeguarding courses across the circuit when necessary, and act as an ID verifier for DBS checks.
- To update the annual property returns on behalf of the Circuit (liaising with the relevant staff) and support local churches in their annual returns and statistic data input.
- To lead the Circuit's response and use of the Methodist Church's Property Consents System.
- To be the Circuit's GDPR champion, assisting in compliance in the local churches / Circuit by keeping records up to date.

Any other duties and responsibilities, identified by the line manager that are within the post-holder's capabilities and level of responsibility, in order to meet the needs of the Circuit and the churches

Terms and conditions:

The salary will be £15.00 per hour

Standard working pattern of 20 hours per week, with some flexibility but at least 2 set days in the Circuit office.

All reasonable work-related expenses will be reimbursed – to be approved in advance.

Post includes a contributory pension scheme.

Appointment will be subject to satisfactory references and a DBS check.

Appointment will be subject to the satisfactory completion of a three-month probationary period.

PERSON SPECIFICATION

Job Title: Circuit Administrator

Church/Circuit/District: East Staffordshire and South Derbyshire (ESSD) Methodist Circuit

	Essential	Desirable	Method of Assessment
Education & Training			
Educated to GCSE level or equivalent including English and Maths	x		Q
Willingness to undertake Safeguarding, EDI and other training required by the Methodist church	X		I, A
Proven Ability			
Able to communicate well by phone, email, in documents and face to face	x		A, W, I
Experience of managing websites		x	A, W, I
Familiarity with use of social media on behalf of an organisation		x	A, W, I

Well organised with attention to detail	X		A, I
Proficient with Microsoft Office including Word and Excel	X		A, W, I
Willingness to undertake relevant training	x		I
Special Knowledge & Skills			
Able to work both under direction and to set and work to goals without direct supervision	x		A, I
Able to recognise and act appropriately in confidential situations	x		A, I
Able to adapt to changing priorities and circumstances	x		A, I
Able to contribute effectively to a team		x	A, I
Any Other Requirements			
Willingness to acquire an understanding of the Methodist Church and its organisation	X		
Willingness to learn and work with online systems	x		
Satisfactory Basic Disclosure Check from the Disclosure and Barring Service	x		
Previous experience of the Methodist Church		x	
Willingness to travel and work at different locations across the Circuit	x		

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, Q – proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

