

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:	Initially based at Oasis Centre in Swadlincote although with some flexibility with home working is possible, with at least 2 days in the office per week. The appointment will include attendance at meetings across the Circuit area.
Responsible to:	The Lay Employee will be employed by the ESSD Methodist Circuit, and will be responsible to the Circuit meeting via the Circuit Leadership team meeting. The Superintendent of the Circuit will be the line manager.
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

- To work collaboratively with Circuit staff and stewards to facilitate the effective and efficient operation of the Circuit's financial and corporate responsibilities.
- 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 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 provide administrative support to the Superintendent Minister including minute taking at the Circuit Leadership Team Meetings, replying to correspondence, diary management and other office administration.
- 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 Circuit Website.
- To update and maintain the Charity Commissioners website and assist in the production and publication of the Trustees Annual Report.
- 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.
- Any other duties and responsibilities, identified by the Superintendent Minister as are within the post-holder's capabilities and level of responsibility, in order to meet the needs of the Circuit and the churches.
- To maintain a comprehensive record of Quinquennial reports for Circuit properties, liaise with church representatives and surveyors to ensure local church Quinquennial surveys are carried out and recorded.

- Additional hours and responsibilities may be possible (with increased pay as appropriate) as the circuit develops.
- To be the Circuit's GDPR champion, assisting in compliance in the local churches / Circuit by keeping records up to date.

Terms and conditions:

Fixed term contract for 2 years

The salary will be £10.90 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.