

Circuit Administrator Needed!

The East Staffordshire and South Derbyshire (ESSD) Methodist Circuit is seeking to appoint a part-time Administrator to support the work of the Methodist Church across the East Staffordshire and South Derbyshire area.

The successful candidate will be skilled in a wide range of office administrations: able to work with and support staff and volunteers across the Circuit, working with the Superintendent Minister to ensure the efficient and effective running of the Circuit. The successful candidate will be able to work without close supervision and be supportive of the ethos and values of the Methodist Church and be able to act as a positive ambassador for the Church.

The person appointed will be required to:

- Be experienced in the use of Microsoft Office
- Be willing to learn and use a range of online systems
- Be responsible for maintaining the Circuit's website and social media
- Be responsible for record keeping, taking minutes, collating and distributing information as well as administration and publicity for events and activities of the Circuit.
- Support Circuit Stewards and Ministerial staff with administrative tasks
- Support Church officers in administration of GDPR and Safeguarding Administration.
- You will often be the first point of contact for information for churches and members of the public.

Main Terms

- **Hours of Work:** 20 hours per week
Core office hours to be agreed on appointment but there is some flexibility and home working required. Occasional evening and weekend work may be required.
- **Rate of Pay:** £15 per hour
- **Location:** OASIS, Unit 6, The Delph Centre, Swadlincote, DE11 9DA,
Home working will be required alongside occasional meetings across the circuit

NEXT STEPS:

Download the application pack from the Circuit website and complete the Application Form (CV's will not be accepted).

Appointment to the role is subject to The Methodist Church's Safer Recruitment Policy, satisfactory references and DBS check.

Closing Date: Monday 5 August 2024

Interview Date: Wednesday 14 August 2024