

JOB DESCRIPTION

- Job Title:** Circuit Administrator
[Lay Employee in the Cheshire South Methodist Circuit]
- Responsible to:** Circuit lay worker co-ordinator for line management
The individual will mainly work with the Superintendent Minister and Senior Circuit steward.
- Responsible for:** No other staff involved in this role
- Context:** The overall purpose is to support governance and mission in the circuit by providing a full range of services
- Location:** Flexible home working and flexible working at other locations in the circuit.

Main Duties:

1. To maintain and develop the range of communications within the circuit and with the District and Connexion. This includes information gathering and dissemination, website and social media management, regular newsletters, correspondence on behalf of the Superintendent minister etc.
2. With support, to be responsible for the information management system (the Cloud) and the physical files stored in various locations. This includes managing the cloud structure, permissions, ensuring filing of all key documents and archiving.
3. To support the Circuit Meeting through management of trustee registrations as per Charity Commission requirements, agenda papers, and to act as minutes secretary.
4. To act as Minute Secretary for all Circuit Sub- Committees as required e.g. Circuit Leadership Team, CLT Staffing Team etc.
5. To help to prepare information for the outer and inner sections of the preaching plan, to publish and circulate. To maintain and circulate the Circuit Directory including publication and distribution.
6. To work with the Superintendent in the role of Personal Assistant including the management of the diary.
7. To deal with the administration of circuit sponsored events which includes training, worship events, welcoming services etc.
8. To work with the Local Preachers` secretary to prepare and distribute Local Preachers meetings agendas and minutes and file on the Cloud
9. Attend monthly staff meetings, organise refreshments and present any administrative items.
10. To work as part of and with the Lay Worker Team to organise and minute meetings, keep logs of leave and update job descriptions etc
11. To provide support for other key meetings as requested by the Superintendent.

Terms of appointment:

- This is a permanent appointment
- The role is based on 20 hours per week although additional hours may be available based on workload
- The remuneration will £10.30 per hour based on £9.30 Real Living Wage and 2 points from the Margaret Mackley pay scale on recruitment, one for A`level and one for Proven ability.
- Normal working pattern will be subject to negotiation with some level of flexibility expected.
- Appropriate training will be provided
- A computer for work use will be provided.
- All authorised reasonable expenses will be reimbursed, including travel from base to other authorised events/meetings
- 5.6 weeks paid holiday including public holidays.
- Appointment will be subject to a satisfactory Enhanced DBS disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- We offer a defined pension scheme into which we will pay 6% of salary if the job holder will also pay in at least 6%.

Management

The Lay worker co-ordinator is the line manager and the senior circuit steward and Superintendent will provide day to day supervision. They will ensure that:

- they are both familiar with the work of the Administrator.
- clear priorities are set for the work.
- a personal development plan is agreed
- there is good communication between all the 'stakeholders' (groups and networks) involved.
- progress will be monitored and evaluated with the Lay Employee on a regular basis

The Job Description was last updated in March 2020

PERSON SPECIFICATION

Post: Circuit Administrator

Lay Employee in Cheshire South Circuit

Attributes	Essential	Desirable	Method of Assessment
Educated to at least A` level or equivalent	✓		Q
Good organisational skills	✓		A,I
Good communication and interpersonal skills	✓		A,I
Computer literacy and willingness to update IT skills in line with continuing IT developments. Experience with various software packages (e.g. Word, publisher, excel)	✓		A,I,T
Proactive approach to develop new ways of working (initiative)	✓		A,I
Influencing skills (to gain support from others)		✓	A,I
Team working ability as well as to be self-motivated and take initiative.	✓		A,I
Sets high standards (accuracy, compliance, targets etc.)	✓		I, and confirmed with referees
Working knowledge of Methodist Church practices and able to work within the beliefs and ideas of the Methodist Church as outlined in “Our Calling”	✓		I
Practising Christian		✓	I
Compliant with safeguarding, data-protection, health and safety procedures and any other policies as may be in	✓		I

Attributes	Essential	Desirable	Method of Assessment
operation.			
Confidentiality. To behave in a manner that demonstrates that all that is heard and discussed remains strictly confidential.	✓		I, and confirmed with referees
Flexible in working patterns	✓		I
Satisfactory Enhanced Disclosure from the Disclosure and Barring Service	✓		DBS Application

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts), T-Task at interview