

Job Description

Job Title:	Circuit Administrator.
Lay Employee in the:	Vale of Stour Circuit.
Location:	Circuit Office, Amblecote Wordsley Methodist Church.
Responsible to:	The Lay Employee will be employed by the Vale of Stour Circuit and will be under the supervision of the Circuit Superintendent Minister.
Responsible for:	The post holder will have no line management responsibilities.
Purpose and Objectives:	To support the Ministerial Staff, Lay Employees, and members of the churches within the Circuit in all aspects of administration and communication.

Main Responsibilities:

- Working from the office and undertaking IT skills, photocopying, filing, internet and telephone functions.
- Updating the Circuit Website and Social Media accounts when/where necessary.
- Administrative support for the Superintendent Minister, other Ministerial Staff, Lay Workers and Circuit Stewards in the Circuit.
- A point of contact for communications and responsibility for the circuit-wide communication process.
- Circulate Connexional, District and Circuit information to churches.
- Organise day-to-day working of the office, ordering supplies etc. so that the office provides the clerical and administrative support required by the Circuit.
- Using effective interpersonal skills in the wide-ranging enquiries received directly and through other people.
- Holder and maintainer of data for the Circuit Directory.
- Support in the creation of the preaching plan with associated ministers.
- Ensuring the work area and people working in it follow all appropriate Health & Safety requirements.
- Distribute all necessary information to Churches - including calling notices and associated paperwork for meetings etc.
- Minute meetings, as and when required - including (but not exclusively) Circuit Meetings, Circuit Leadership Team (CLT) Meetings, Resources Committee etc.
- Forwarding pastoral calls/emails to the appropriate minister (e.g. funerals etc).
- Be familiar with, and operate, Safeguarding procedures, undertaking appropriate training to keep updated with Safeguarding principles and practices.
- Verifying DBS applications as required by the Circuit Safeguarding Officer.
- Distribute and receive Standard Forms of Accounts, Statistics for Mission and Property returns - This includes inputting data into the Connexional database.
- Obtain each church's weekly congregation count, (for the main service only), collecting the data by means of a quarterly return form.
- Provide trustee and circuit support in the Property Consents Management Site.
- Human resources – creating job adverts, descriptions and person specifications with Circuit Officers as required and maintaining personnel files for Circuit staff and employees.
- Supporting the current Circuit Property Steward, Circuit Treasurer, and Financial Administrator in their administration tasks i.e. writing letters, holding/updating their database.
- Any other duties and responsibilities, identified by the Circuit Superintendent Minister, as are within your capabilities and level of responsibility, in order to meet the needs of the Circuit.

Terms and Conditions

- Term of appointment: Permanent
- The salary will be: £16,398.20 per annum (an equivalent of £9.01 per hour)
- Normal working pattern: 35 hours per week, Monday - Friday
- Opportunities for study and training.
- All reasonable expenses will be reimbursed (in accordance with the Circuit's Expenses Policy) and a budget made available for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- 28 days statutory annual leave entitlement per year - this includes Bank Holidays (pro-rata for part-time workers).
- Appointment will be subject to a satisfactory Disclosure and Barring Service (DBS) disclosure at the appropriate level.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a Personal Development Plan with the Lay Employee.
- Ensure good communications between all the stakeholders (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter),
- Act as a 'sounding board' to the Lay Employee.

Person Specification

Post: Circuit Administrator

Lay Employee in Vale of Stour Circuit, based at Circuit Office (located within Amblecote Wordsley Methodist Church).

Attributes	Essential	Desirable	Method of Assessment
Education and Training	Educated to GCSE level or equivalent - including qualifications in English and Maths at Grade C (or above) or equivalent.		A, Q
		Willingness to undertake training to ensure continuing development in post.	A, I
Proven Ability	Experience of office administration in a similar or comparable role.	Experience of assisting in the running of meetings - including minute-taking, circulation of relevant paperwork and following-up agreed actions.	A, I
Special Knowledge and Skills	Competence and confidence in advanced use of office IT packages e.g. Microsoft Office (365) - including Word & Excel, email packages, Google Docs etc. and the ability to coach others in using electronic resources.	Competence and confidence in general IT usage - including solutions such as cloud storage and file transfer, desktop publishing and social media (Facebook, Twitter etc.)	A, E
Special Qualities or Aptitudes	Able to relate effectively to a wide spectrum of stakeholders.	Able to review administrative systems within the Circuit and, in the light of experience, make recommendations for improvements.	A, I
	Excellent interpersonal, oral and written communication skills, with strong attention to detail.		A, I

	Friendly, self-confident and enthusiastic.		I
	Able to set and work to goals without direct supervision.		A, I
	Able to work on own initiative.		A, I
	Able to work cooperatively and collaboratively within a team, making an effective contribution.		A, I
	Able to motivate self and others.		A, I
	Able to work to tight deadlines.		A, I
	Able to adapt to changing priorities and circumstances.		A, I
Any Other Requirements	Willingness to understand and engage with Methodism and be subject to its discipline.	A working knowledge/basic understanding, of Methodism and Methodist structure, practice and procedure.	I
	Satisfactory (Enhanced) Disclosure from the Disclosure & Barring Service.		DBS Application
	A flexible approach to working hours that meets the needs of the role - including evenings and weekends from time to time.	Able to travel across the Circuit (and beyond, where the demands of the role require it).	A, I
	Willing to work alone.		I

A - Application form; **I** - Interview; **E** - Exercise; **Q** - Proof of qualification (certificates or transcripts)