

## JOB DESCRIPTION

<b>Job Title</b>	<b>CIRCUIT ADMINISTRATOR</b>		
<b>Reports to</b>	Lay Worker Coordinator and Supervising Minister	<b>Location</b>	Hybrid – office space at Helsby and/or Frodsham Methodist Church (along with flexible home working)
<b>Circuit</b>	North Cheshire Methodist Circuit	<b>Salary</b>	£9,750 for 15 hours per week

### Job Purpose and Objectives

To support governance and mission in the circuit by providing a full range of administrative services.

<b>Responsible to:</b>	The Lay Employee will be employed by the Managing Trustees of the North Cheshire Circuit Meeting and will be line managed by the Lay Worker Coordinator in collaboration with a local supervisor.
<b>Responsible for:</b>	N/A

### Main Responsibilities

Provide clerical and administrative support to the Superintendent, Circuit Leadership Team, Circuit Ministerial Team, and others to ensure efficient working practices within the Circuit.

- Organise arrangements for meetings so that Circuit business is completed effectively in accordance with Methodist Church requirements (see notes below). \*
- Maintain databases to ensure accurate record keeping in accordance with General Data Protection Regulations (GDPR) and data protection principles (see notes below). \*\*
- Provide clerical and administrative support for a range of specialist areas to ensure compliance with Methodist Church and legislative requirements (see notes below). \*\*\*
- Deal with correspondence, as directed, and maintain appropriate filing and other record systems to ensure efficient working practices.
- Prepare statistics from manual and computerised records for information requests in accordance with data protection legislation.
- Act as first point of contact for Churches and the general public, signposting onto senior staff when necessary and assist staff/volunteers with clerical or administrative queries.

- Collate and distribute Circuit Notices and other material and support the administration of Circuit run events (including training, worship, services etc)
- Order office supplies and other resources so that office practices are run smoothly.
- Undertake tasks or duties up to and/or at a level consistent with existing responsibilities.

Notes:

\*for example: preparation/collation/distribution of agenda/reports, taking/distributing minutes, follow up action, etc.

\*\*for example: website/Cloud management, social media, Circuit server etc

\*\*\*for example: Safeguarding, Disclosure/Barring Scheme, Land Registry, Quinquennial inspections, General Data Protection Regulations, Trustee Registrations, Deeds/other legal documents, Circuit/Synod related documents, Circuit Directory, Preaching Plan etc.

## Terms and Conditions

- Terms of appointment: Fixed term 2 year contract.
- The salary will be: £9750 per annum based on a part-time working week of 15 hours per week.
- Normal working pattern: 15 hours per week, over 3 days with some level of flexibility expected.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- Ability to travel within the circuit is required.
- 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.
- 20 days annual leave entitlement per year plus 8 Public Holidays (pro-rata for part-time employees). For this post, this means 84 hours annual leave.
- Appointment will be subject to a satisfactory Basic Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a six-month probationary period.