



The Methodist Church

Torrige Circuit

Job Title:	Circuit Administrator (Part time - 15 hours)
Lay Employee in the	Torrige Methodist Circuit
Location:	Home, but office space maybe negotiable
Responsible to:	The Lay Employee will be employed by the Torrige Methodist Circuit and will be under the supervision of the Superintendent Minister and the Management Committee.
Purpose and Objectives:	To assist in the administration tasks of the Circuit, in particular to support the work of the Circuit Leadership Team.

Main Responsibilities

- To support the Circuit Stewards in their role as the Executive of the Circuit Meeting (Managing Trustees). Particularly supporting the administration of the Circuit and its care for: properties, finance and Safeguarding.
- Provide administrative support to the Superintendent Minister including minute taking, replying to correspondence, diary management and other office administration.
- Attend the circuit leadership team meetings – taking notes of actions required. (There will be times when the leadership team will meet by themselves)
- Attending the Circuit Meeting (if a Methodist Member be a voting member, except where the Chair sees a clash of interest)
- Support the Circuit Leadership Team in providing a comprehensive administrative support as part of its ongoing Mission and Ministry.
- To maintain individual Church records in relation to pastoral lists, officers, property, finance and statistical returns.
- Receive and distribute Connexional, District, Circuit and Ecumenical information as necessary.
- Prepare and distribute the annual Circuit Directory
- Forward and monitor information for the District Directory
- Take and make day to day phone calls
- Liaise with Ministerial staff and Local Preachers, and Preachers outside the circuit, in the production of the quarterly Preaching Plan.
- Arranging printing and distribution of Circuit Preaching Plan
- Distribute and print Circuit Newsletter
- Update and monitor Methodist Online systems, specifically property matters, annual statistics for mission and Circuit information.
- Obtain annual membership tickets, CPD and Minutes of Conference.
- Order and distribute Church supplies (e.g. palm crosses, annual literature)
- Supporting local Churches with property matters

- Produce publicity for Circuit and other events
- Any other duties and responsibilities, identified by the Senior Circuit Steward or 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.

Personal Specification

- Flexible
- Able to keep confidences
- Computer literate – Word, Excel and PowerPoint
- Ability to work as part of a team
- Ability to work independently and imaginatively
- Self motivated
- Organised
- Appropriate response and wording of e-mails
- Good telephone manner
- Some understanding of the Methodist Church would be an advantage

Terms and Conditions

- Terms of appointment: Permanent – Fixed term for 3 years
- The wage will be £10 per hour
- Standard working pattern;
- 15 hours per week. Flexible pattern of working time will be negotiated. However a 2 hour session per week would be desirable.
- Some evening work may be required.
- Annualised hours.
- All reasonable work related expenses will be reimbursed.
- Post includes a contributory pension scheme.
- Appointment will be subject to references, a DBS check and a medical report all being satisfactory.
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- A lap top and appropriate printer will be provided

Line manager

- Circuit Superintendent

Management Committee

- Circuit Stewards and two others.

Applications by 28th February 2019

Shortlist on 5th March

Interviews in Week Beginning 11th March by arrangement

Appointment to start by arrangement