

Job Description



JOB DESCRIPTION

Job Title:	Circuit Administrator (Part-time)
Lay Employee in the	South West Tyneside Circuit
Location:	Strathmore Road Methodist Church, Rowlands Gill
Responsible to:	The Lay Employee will be employed by the South West Tyneside Circuit and will be under the supervision of the Superintendent Minister of the Circuit (currently Rev Janet Capstick).
Purpose and Objectives:	To assist in the administration tasks of the Circuit, <i>offer training related to administrative work</i> and provide secretarial assistance to the Superintendent

Main Responsibilities

- Provide secretarial support to the Superintendent Minister including replying to correspondence and circuit filing on Google Drive
- Act as Secretary to the Circuit Meeting and Circuit Leadership Team, including preparing documents for circulation prior to meetings (usually 3 times and 6 times respectively per year), attending meetings and taking minutes
- Collate information from churches and ministers then typing, printing and distributing the Circuit Directory, Preaching Plan, Quarterly Newsletter and publicising events
- Update and maintain the circuit website and Facebook pages
- Assist in preparation and uploading of information for online returns and accounts as received from the churches (and including information required by the Charity Commission)
- Keep adequate records of contacts and of work undertaken (including maintaining databases)
- Any other work of an administrative nature identified by the Superintendent as within your capabilities and level of responsibility, in order to meet the needs of the Circuit and the churches.

Terms and conditions

- Terms of appointment: Permanent
- The salary will be £12.40 per hour and is subject to annual increase in line with the Real Living Wage
- Normal working pattern: 15 hours per week (to be worked over at least 2 days by

arrangement with the Superintendent and to include occasional evening meetings).

- All reasonable expenses will be reimbursed
- 28 days statutory annual leave entitlement per year (pro rata for part-time). This will be increased annually by 1 day (pro rata) to a maximum of 5 additional days after 5 years of service
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-months probationary period.

Management

The Circuit Administrator will have a small management group, comprising the Superintendent, and two other representatives from the Circuit, [who are designated by the CLT] whose responsibilities will be to:

- Become familiar with the work of the Lay Employee
- Determine priorities for the work.
- Ensure that the Administrator has the training and resources necessary to fulfil the role
- Ensure good communication with the Circuit Leadership Team, Circuit Meeting and the churches in the Circuit.
- Act as a “sounding board” to the Administrator.