

Job Description

Job Title:	Circuit Administrator
Lay Employment in the:	Leigh and Hindley Methodist Circuit
Location:	Kingsleigh Methodist Church, Leigh
Responsible to:	The Superintendent Minister and the Circuit Leadership Team
Responsible for:	N/A

Aims:

- To provide coordination and support for the Circuit Superintendent, Trustees (church representatives) and the Leadership Team to ensure that the Trustees and Ministerial Team and other role holders operate effectively, discharging as part of a team all their statutory and Connexional responsibilities and that there is excellent communication across the Circuit.

Responsibilities include

- Being the first point of contact for Circuit matters via email, telephone and in person in the Circuit Office, offering a welcoming presence.
- Providing secretarial support for the Circuit Superintendent Minister, including responding to letters and emails and minute taking at meetings when required.
- To maintain effective communication within the Circuit. To share information to churches and relevant people in the Circuit and the District, including regularly circulating details of Circuit and church events via email and on social media.
- Attendance at Circuit Leadership Team meetings, taking notes and producing action points.
- Attendance at Circuit and District meetings where relevant.
- Photocopying for circuit and churches as required.
- Ensuring Annual Schedules as required by TMCP, are completed as necessary.
- Managing the Circuit's responsibilities to the Charity Commission, including the issue of induction materials and requisite forms to new trustees.
- Assisting Superintendent and Ministers by inputting Annual Statistics as required by Methodist Church House.
- With the help of a professional advisor, maintaining Circuit Website – inputting, adding, and amending information as required.
- Inputting and updating information on the Property Consents website, relating to ongoing building/property matters.
- Ensure property files for each church property are kept up to date.

- To ensure that the electronic Circuit calendar is kept up-to-date.
- To support the Superintendent Minister in the preparation, printing and distribution of the Circuit Preaching Plan.
- To prepare and distribute the Circuit Directory annually and ensure the electronic version is kept up-to-date.
- To produce and laminate document (e.g. signs, posters, leaflets etc.) as required by circuit and churches.
- To prepare circuit administration documents (e.g. letterhead), ensuring they are kept up-to-date, reflecting personnel changes etc.
- To prepare Circuit records for archiving, in conjunction with the Superintendent
- Ensuring annual return of data to Churches Copyright Licensing has been completed for all churches in the Circuit.
- Ordering of stationery supplies and other resources for Circuit Use.
- Other duties and responsibilities identified by the Superintendent Minister within the Administrator's capabilities and level of responsibility, in order to meet the needs of the Circuit.

Terms and Conditions

- This is a permanent position.
- Normal working pattern: 12 hours per week, flexibility is required as the role includes attendance at some evening meetings. Currently no requirement to work on Friday which is the Superintendent's day off.
- The salary will be £11.12 per hour.
- 28 days statutory annual leave entitlement per year (pro-rata for part-time workers).
- Statutory sick pay and absence payments will be made.
- Pension and maternity/paternity leave available.
- Opportunities for study and for training.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three-month probationary period during which time it is expected that the person will establish their suitability for the post. This period may be extended if, for any reason, a satisfactory level of working has not been reached but it is felt that there is potential to do so.
- Enhanced DBS clearance will be required.