

## **JOB DESCRIPTION**

- Job Title:** Circuit Administrator
- Location:** Salisbury Methodist Church Office
- Responsible to:** The Lay Employee will be employed by the Salisbury Methodist Circuit and will be under the supervision of the Superintendent Minister.
- Purpose and Objectives:** To support the administrative needs of the Superintendent Minister, Circuit Staff, office holders and local churches and assist the smooth running of the Circuit.

### **Main Responsibilities:**

- Provide Administrative support to the Superintendent Minister
- Safeguarding Administration
  - Maintain the circuit's safeguarding database
  - Arrange for DBS disclosures to be processed as required.
  - Organise periodic safeguarding training courses in liaison with the Safeguarding Officer and trainer
  - Support churches with the provision of safeguarding information, procedures and guidance
- Data Administration
  - Ensure that all data held by the Circuit is managed in accordance with GDPR.
  - Ensure churches are aware of data management regulations and advise them on their procedures as required.
  - Update and distribute the Circuit Directory ensuring compliance with GDPR.
  - Ensure Mission Statistics are gathered and processed in a timely manner.
- Financial Administration
  - Manage the circuit accounts including book-keeping, reconciliation and reporting.
  - Support the financial record keeping of individual churches as required.
- Personnel Support
  - Support line managers of church based lay employees as required with guidance on employment issues and application of the relevant Methodist Church codes of practice.
- Property Administration
  - Organise quinquennial inspections of churches and circuit manses when due.
  - Assist churches with using the connexional property scheme data base.
- Quarterly Preaching Plan.
  - Assist the Superintendent with making the quarterly preaching plan.
  - Manage the on-line process, liaising with preachers to gather information.
  - Oversee printing and distribution of the completed plan.
- Circuit Meeting
  - Distribute agendas, reports and minutes as required.
  - Maintain a register of Circuit Trustees and update the Charity Commission records as necessary.
- Circulate information from the Methodist District and Connexion to Church and Circuit office holders as appropriate.
- Prepare and distribute publicity for circuit events and activities.
- Administrative support as required for other circuit staff, circuit stewards and circuit office holders.

- Any other duties and responsibilities identified as necessary for the successful operation of the Circuit and deemed by your Supervisor as within your capabilities and level of responsibility.

(Note – some of these tasks need to be undertaken periodically and not on a daily or weekly basis)

### **Terms and conditions**

This is a permanent appointment

The salary will be in the range £11,750 - £12,500 pa, payable monthly

Working hours: 20 hours per week which can be worked flexibly by agreement with the Superintendent Minister to suit the needs of both the circuit and the employee.

Location: An office base will be provided at Salisbury Methodist Church but, by agreement, home working will be permitted where appropriate.

Relevant and agreed training will be paid for.

28 days statutory annual leave entitlement per year including public holidays (pro-rata for part-time workers)

Pension provision will be offered according to current legislation.

All agreed expenses will be reimbursed.

Appointment will be subject to satisfactory references and DBS disclosure

Appointment will be subject to the satisfactory completion of a probationary period of three months.

### **Management**

The Lay Employee will have a line manager whose responsibilities will be to:

- To support the work of the Lay Employee.
- Monitor and evaluate progress with the Lay Employee on a regular basis with annual appraisal.
- Act as a “sounding board” to the Lay Employee.
- Ensure that the Lay Employee receives suitable pastoral support, through the CLT.

The Lay Employee will also have a Supervisor who will agree work priorities.