



**Ripon & Lower Dales Methodist Circuit**  
*With God, in the City, Towns, Villages, and Rural Areas*

# Circuit Admin Support

CLOSING DATE

1st September 2023

INTERVIEW DATE

13th September 2023

Submit your completed application form to  
[rldfinance@outlook.com](mailto:rldfinance@outlook.com)



# Job Description

<b>Job Title:</b>	Circuit Admin Support Officer
<b>Lay Employee in:</b>	Ripon and Lower Dales Methodist Circuit.
<b>Employed by:</b>	Ripon and Lower Dales Methodist Circuit.
<b>Location:</b>	Based from the Circuit Office at Allhallowgate Methodist Church, Ripon
<b>Responsible to:</b>	The managing trustees and the superintendent minister of the Ripon and Lower Dales Methodist Circuit.
<b>Purpose of Role:</b>	To provide administrative support to the superintendent minister and the Circuit Leadership Team and Churches.

## Main Duties and Responsibilities

- To provide the necessary and relevant administrative support to the circuit and churches.
- To act as secretariat to the circuit meeting.
- To work with and support the superintendent minister with the preparation and distribution of the circuit plan, circuit prayer diary and circulation of notices.
- To undertake general office administration duties including the preparation, updating and distribution of the circuit directory.
- To maintain relevant records of circuit business, including archiving and destroying documentation in accordance with the retention schedule for Methodist records.
- To develop and maintain the circuit website and social media streams ensuring that all information is up to date, relevant and in line with the safeguarding policy.
- To co-ordinate and ensure that all GDPR returns are up to date and recorded on time.
- To update and maintain the church property checklist, working with church stewards to ensure all returns are approved by church councils and submitted via Methodist Online.
- To work with safeguarding officers to ensure all churches and circuit staff are up to date with safeguarding training and that DBS checks are in place and monitored.

NB: The various responsibilities may be adjusted to match the skills and experience of the postholder, the needs of the circuit and also the availability of other paid or volunteer time to complete relevant tasks (including the possibility of job-sharing).

## Other Duties:

- Any other duties and responsibilities that are identified by the Line Manager that are within the capabilities and level of responsibility of the post and that are in line with the existing and developing needs of the Circuit.

## Training Requirements:

- To fulfil the requirements of the post there may be additional training requirements in areas not exhaustive to Safeguarding, GDPR, Health, Safety, Equality, and Data Protection. Any such training will be undertaken during contracted hours or will be recorded as TOIL.

## Terms and Conditions:

- Terms of appointment: Permanent.
- Working hours are **20** per week, which will need to be worked flexibly, including the potential to attend evening and weekend meetings, in order to meet the needs of the circuit.

- The rate of pay for this post will be between **£12** and **£13** per hour (FTE salary between £23,088 and £25,012 / Actual salary between £12,480 and £13,520)
- Annual leave entitlement for a full-time employee is 33-days or 244.2 hours (including public holidays), calculated pro-rata for part-time employees.
- Annual leave for this post is calculated to be **132** hours.
- There is a contributory pension scheme to which eligible employees will be auto enrolled. Details of contribution rates will be provided on request.
- All reasonable and agreed expense will be reimbursed.
- Appointment will be subject to satisfactory references.
- Appointment is subject to completion of a satisfactory probation period of 6-months.

**Management:**

The successful applicant will be appointed a Line Manager whose responsibility it will be to:

- Become familiar with their work.
- Determine priorities for the work.
- Monitor and evaluate progress and any training and development needs on a regular basis, offering necessary encouragement and reacting to support needs.
- Ensure access to continual professional development is provided.
- Ensure good and consistent communication lines between all involved stakeholders.
- Act as a "sounding board" to the lay employee.



# Person Specification

**Job Title:** Circuit Admin Support Officer  
**Lay Employee in:** Ripon and Lower Dales Methodist Circuit  
**Employed by:** Ripon and Lower Dales Methodist Circuit

	Essential	Desirable	Method of Assessment
<b>Education &amp; Training</b>			
Good understanding and use of written and spoken English and Maths (minimum GCSE)	Yes		A, Q
<b>Proven Ability</b>			
Demonstrable experience in general administration duties.	Yes		A, I
Able to prioritise workloads and achieve deadlines which could be complex and with conflicting timescales.	Yes		A, I
Good communication and interpersonal skills, being approachable and sensitive to the needs of others.	Yes		A, I
To identify new and more efficient ways of working whilst remaining within the guidelines of Methodism.	Yes		A, I
Able to work as part of a team and independently using own initiative.	Yes		A, I
Work accurately with exceptional attention to detail.	Yes		A, I
<b>Special Knowledge &amp; Skills</b>			
Proficient with all applications of Microsoft Office, in particular Excel and Word.	Yes		A, I
Experience with website maintenance and design and the use of social media platforms (ensuring integrity and compliance with safeguarding and other relevant policies) or a willingness to develop these skills.	Yes		A, I
<b>Any Other Requirements</b>			
Willing to travel within the Circuit as necessary to attend meetings during traditional working hours and, on occasion, weekends and evenings.	Yes		I
To be in sympathy with the mission of the Methodist Church and to have a willingness to understand and engage with its structures and ethos.	Yes		I
Demonstrate awareness of, and sensitivity to, issues of Equality, Diversity and Inclusion and a commitment to the unique value of the individual in all aspects of the Church's life as expressed in the Methodist Church's strategy for Justice, Dignity and Solidarity.	Yes		I

Willing to continue professional and personal development and to undergo relevant training and development where appropriate and necessary.	Yes		I
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- A** Application form
- I** Interview
- W** Written Exercise
- P** Presentation
- G** Group Exercise
- Q** Proof of Qualification



# Guidance Notes

**Disability:** Please let us know if you require adjustments making to any aspect or part of the application process and provide us with any information that you feel to be relevant whilst we consider your application. If you are selected for interview we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Be assured that we will be supportive at all times in discussing reasonable adjustments during the application and recruitment process.

**Entitlement to work in the UK:** Any job offer that we make to you will be conditional and subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK, if an offer of employment is made. Should you be unable to demonstrate such permission any offer will be withdrawn.

**Experience, skills, knowledge, and abilities:** The person specification lists the minimum expected requirements for this post. When shortlisting, the selection panel will only consider information that is contained in your application form and assess this against the person specification that you received. They are unable to make assumptions about your previous experiences or the nature of the work that you have done from a list of job titles. It is important therefore that you clearly demonstrate how you meet the requirements.

**References:** As standard, all job offers remain conditional on the receipt of three satisfactory references. One should be from your current or most recent employer, the second from a previous relevant work experience and the third from someone who knows you in a work related, voluntary or academic capacity. Please note that all referees should be able to comment on your suitability to undertake the role.

**Criminal convictions:** Anyone who applies to work with the Ripon and Lower Dales Methodist Circuit will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record will not necessarily bar you from working for us but this will depend on the type of job that you have applied for and the nature of the work that the job involves.

**Data Protection:** The information you provide on both the application and EDI form will be held in the strictest confidence. We process this information in line with our privacy policy. If you succeed in your application for employment, the information will be used in the administration of your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your personal data as described above in accordance with our privacy policy.

**Feedback and complaints:** We aim to treat all applicants fairly at every stage of the recruitment process. We have a duty to ensure that everyone is treated in a non-discriminatory way and we monitor the recruitment and selection process. We hope that you feel that you have been treated fairly, even if you do not get the job. We welcome your feedback to help us with the development of our recruitment and selection process and ask that you send any comments or suggestions to [hr@yorkshirenemethodist.org](mailto:hr@yorkshirenemethodist.org)

# Next Steps & Important Dates

**Opportunities to work at the Ripon & Lower Dales Methodist Circuit do not come around very often. We are actively seeking to appoint a part-time Circuit Admin Officer.**

To arrange an informal conversation about the role before making application please do contact myself by email at [rldfinance@outlook.com](mailto:rldfinance@outlook.com)

Submit completed application forms to [rldfinance@outlook.com](mailto:rldfinance@outlook.com) before midday on **1st September 2023**.

We want to keep the application process as straightforward and transparent as possible. Applications that match the experience and skills as detailed in the person specification, and which demonstrate relevant knowledge and experience in response to the questions asked, will be invited to an interview on 13th September 2023.

For information about how we use, store and retain data under the General Data Protection Regulations (GDPR) 2018, please visit: <https://www.tmcpc.org.uk/about/data-protection/managing-trustees-privacy-notice>

CLOSING DATE	1st September 2023
SHORTLISTING DATE	6th September 2023
INTERVIEW DATE	13th September 2023
ANTICIPATED START	TBC

I look forward to hearing from you,  
**Diane Ashby**