



Thank you for expressing an interest in our vacancy for a part-time **Circuit Administrator**. The post is offered via a part-time permanent contract and will be based at a convenient location within the geography of the Circuit, with the potential for some home working.

We seek to appoint at the earliest opportunity.

**About the role:** The Stockton Methodist Circuit are recruiting for a Circuit Administrator to provide a professional level of administrative support to the Circuit.

**Faith:** A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

**How to apply:** For an application form, or for an informal discussion about the role before making an application, please contact the Rev Dr Vincent Jambawo by email at [vincent.jambawo@methodist.org.uk](mailto:vincent.jambawo@methodist.org.uk)

Send your completed application form by email, before midday on the closing date, to [hr@darlingtonmethodistdistrict.org.uk](mailto:hr@darlingtonmethodistdistrict.org.uk)

**Important dates:**

Closing date:	22 <sup>nd</sup> December 2023
Interview date:	10 <sup>th</sup> January 2024
Anticipated start:	1 <sup>st</sup> February 2024

On the following pages you will find a job description, a person specification, and a summary of how we recruit. If I can be of any further support, or if you have any questions, please do not hesitate to be in touch by email at [vincent.jambawo@methodist.org.uk](mailto:vincent.jambawo@methodist.org.uk)

Kind regards,

**Rev Dr Vincent Jambawo**  
**Superintendent Minister**  
**Stockton Methodist Circuit**



<b>Job Title:</b>	Circuit Administrator.
<b>Lay Employee in:</b>	Stockton Methodist Circuit.
<b>Employed by:</b>	Stockton Methodist Circuit
<b>Location:</b>	Based at a convenient location within the geography of the Circuit, with the potential for some home working and, from time to time, the need to attend meetings and events at other locations across the Circuit.
<b>Responsible to:</b>	The Circuit Administrator will be employed and accountable to the Managing Trustees of the Stockton Methodist Circuit Meeting through the Line Management and Supervision of the Superintendent Minister.
<b>Key relationships:</b>	Superintendent Minister. Circuit Ministers. Circuit Leadership Team. Circuit and Church Stewards, Officers, Lay Staff and Volunteers.
<b>Purpose of the role:</b>	To provide a professional level of administrative support to the Stockton Methodist Circuit, and, as appropriate and necessary, to relevant Circuit Ministers, Stewards, Officers, and Lay Staff.

*Although the Duties of the Job Description below look extensive for a post of 15 hours per week, they are written to indicate the breadth of the job. The appointee will not be expected to accomplish all main duties in the allocated time, each week.*

### **Main Duties:**

As necessary, and whilst working collaboratively and under the general direction of the Superintendent Minister, duties and responsibilities will include:

#### General administration

- Provide secretarial support to the ministers and Circuit officers as appropriate and as required.
- Order and maintain adequate supplies which are relevant to the needs of the Circuit.
- Maintain the CRESTOS system, the Circuit website and general Circuit records.
- Maintain licences and arrangements to enable on-line working, worship, and meetings.
- Make enquiries and arrangements for meetings and events at external locations as required.

#### Publicity

- Circulate notices and other relevant and appropriate Circuit or District information.
- Proactively ensure that positive external opportunities are used to promote the work of the churches via the local press, Circuit website, and Circuit social media platforms.
- Keep Circuit and Church websites and other social media platforms up to date.
- Maintain a Circuit diary of all events and negotiate and mitigate potential clashes.
- Prepare and produce relevant media and publicity materials as required.

#### Circuit publications

- Work collaboratively with the Superintendent Minister to produce an initial draft of the Circuit Plan. Communicate with preachers and church representatives, attend plan meetings, and, on the agreement of the Superintendent Minister, produce and circulate the final plan.
- Produce and maintain the Circuit Directory.
- Produce and circulate a regular Circuit Newsletter.

#### Safeguarding

- Provide appropriate support to the Circuit Safeguarding Officer, including helping with safeguarding training events and maintaining appropriate records.
- Act as the Circuits DBS verifier.
- Monitor the Circuit Safeguarding Policy, amending as requested to do so.

#### Data Management and GDPR

- Update the Circuit database of Circuit Meeting members and officers.

- Update the register of Circuit Managing Trustees on the Charity Commission database.
- Support the Circuit with administration in relation to property matters.
- Act as Data Champion for the Circuit, being proactive in maintaining compliance whilst providing the necessary guidance to local churches.
- Assemble the information required to make the annual return to District.
- Support and collate the production of licences for bookings in local Church.
- As appropriate maintain records and information, including liaising with Methodist and County record office for archiving as appropriate.
- Input, via the Methodist website, Statistics for Mission.
- Collect data for the necessary statistical returns and schedules.

**Other Duties:**

- As required, attend meetings relevant to the Circuit, acting on occasion as notetaker.
- Visit churches 'ad-hoc' to build relationships and support administrative work of the Circuit.
- Any other duties and responsibilities that are identified by the Line Manager which are within the capabilities and level of responsibility of the post holder and that are in line with the existing and developing mission of the Stockton Methodist Circuit.

**Training Requirements:**

- It is a requirement that the successful applicant completes the following training at the earliest opportunity available to them:
  - Advanced Safeguarding.
  - Equality, Diversity, and Inclusion.
- To fulfil requirements of the post there will on occasion be the need to attend and undertake additional training relevant to the role. This will be undertaken during contracted hours however if this is not practical it will be recorded as time off in lieu (TOIL).

**Terms and Conditions:**

- This post is offered by way of a permanent part-time contract.
- Working hours are **15** per week to be worked flexibly in agreement with the Line Manager. To fulfil the role it is recognised an irregular working pattern including evening working will be necessary.
- The rate of pay for this post is **£12** per hour (£9360 per annum actual salary.)
- Annual leave entitlement for a full-time employee is 207.2 hours, based on a working week of 37- hours. Leave for this post is therefore calculated to be **84 hours**, inclusive of public holidays.
- There is a contributory pension scheme to which eligible employees will be auto enrolled and details of contribution rates will be provided on request.
- All reasonable and agreed expenses will be reimbursed.
- Suitable IT equipment to undertake the post will be provided.
- At least two days are free of responsibilities each week.
- Appointment will be conditional on and subject to:
  - Receipt of satisfactory references.
  - A satisfactory enhanced disclosure from the disclosure and barring service (DBS).
  - Completion of a satisfactory probation period of 6-months.

**Management:**

The Lay Employee will be appointed a Line Manager, who in this instance is the Superintendent Minister, and whose responsibility it will be to:

- Become familiar with the work of the Circuit Administrator.
- Determine priorities for the Circuit Administrators work, encouraging appropriate and relevant responses to new challenges and opportunities.
- Monitor and evaluate progress on a regular basis and identify any training and development needs of the Circuit Administrator, offering necessary encouragement and support.
- 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 Circuit Administrator.



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**Lay Employee in:** Stockton Methodist Circuit.  
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	Essential	Desirable	Method of Assessment
<b>Education and Training</b>			
Good understanding and use of written and spoken English.	Yes		A, I
<b>Knowledge, Skills and Experience</b>			
Proven experience in an administrative or office role.	Yes		A, I
Computer Literate. Able to use the internet and Microsoft packages.	Yes		A, I
Confident with using different social media platforms effectively.	Yes		A, I
Experience of website updating and general maintenance.		Yes	A, I
Experience of using on-line meeting platforms.		Yes	A, I
Experience in collecting, collating, and reporting statistical data.	Yes		A, I
A good understanding of safeguarding, committed to championing and promoting relevant policies in this area.	Yes		A, I
A good understanding of how to appropriately handle and retain information of a confidential and personal nature.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Good interpersonal skills, with a welcoming and friendly demeanour and an approachable and sensitive style.	Yes		A, I
Able to relate to and communicate in a culturally relevant way to a wide spectrum of people, establishing trusting relationships.	Yes		A, I
Able to identify and maintain appropriate boundaries in all professional and personal relationships.	Yes		I
Able and willing to work independently for periods of time and as part of a team when needed.	Yes		A, I
Able to adapt to changing priorities and circumstances.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
<b>Any Other Requirements</b>			
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
Able to travel to attend meetings, activities, events, etc, in the most efficient and timely manner available.	Yes		A, I
A driver with access to an appropriately insured vehicle.		Yes	A, I
Able to work flexibly, including on occasion an irregular work pattern.	Yes		A, I
An understanding of the structure and the workings of the Methodist Church, or a willingness and commitment to learn.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

- A:** Application form
- I:** Interview
- Q:** Proof of Qualification



**Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If 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. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact [hr@darlingtonmethodistdistrict.org.uk](mailto:hr@darlingtonmethodistdistrict.org.uk)

**Entitlement to work in the UK:**

Any job offer will be conditional, 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 should an offer of employment be made.

**Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

**References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

**Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us, however this will depend on the type of job that you have applied for and the nature of the conviction.

**Data Protection:**

The information provided on the application form will be held in the strictest confidence. We process this information in line with our Privacy Policy. If you are successful in your application, the information will be used to administer your employment with us. By completing and signing the accompanying application form we assume that you agree to the processing of your data in accordance with our privacy policy.

**Equality, Diversity, and Inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

**Other Policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.