

Thank you for expressing an interest in our vacancy for a part-time **Administrator**. The post is offered via a part-time permanent contract and will be based at Pocklington Methodist Church Office, Pocklington, YO42 2BG, with the potential for some home working.

We seek to appoint at the earliest opportunity.

About the church: The Wolds Edge Church (one church on seven sites) forms the Wolds Edge Mission Area, which is one of four Mission Areas within the Yorkshire North and East District *Bridge Circuit*.

About the role: The *Bridge Circuit* seek to appoint an Administrator to provide an efficient level of administrative support to the Wolds Edge Church, to include elements of PA provision to the Church Minister.

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 Sue Cutting, Operations Manager via email at ops.manager@yne-bridgecircuit.org.uk

Send your completed application form by email, before midday on the closing date, to hr@yorkshiremethodist.org

Important dates:	Closing date:	26 th February 2024
	Interview date:	13 th March 2024
	Anticipated start:	As soon as possible

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 ops.manager@yne-bridgecircuit.org.uk

Kind regards,

Sue Cutting
Operations Manager
The Bridge Circuit

Job Title: Administrator.
Lay Employee in: Bridge Methodist Circuit.
Employed by: Bridge Methodist Circuit
Location: Based at Pocklington Methodist Church office, Pocklington, YO42 2BG with the opportunity for agreed elements of home working.

Responsible to: The Administrator will be employed and accountable to the Managing Trustees of the Bridge Methodist Circuit Meeting through the Line Management and Supervision of the Church Minister.

Key relationships: Church Minister.
Church Leadership Team.
Circuit and Church Stewards, Officers, Lay Staff and Volunteers.

Purpose of the role: To provide an efficient level of administrative support to the Wolds Edge Church and PA support as necessary to the Church Minister.

Main Duties:

As necessary, and whilst working under the general direction of the Church Minister, main duties include:

General administration

- Provide secretarial support to the Wolds Edge Church Minister to include email monitoring, diary management, preparing meeting agendas, and ordering of resources.
- Manage the process of producing the quarterly preaching plan.
- Maintain an upto date database of membership and community rolls for churches, considering and adhering to both GDPR and Methodist guidelines.
- Order and maintain adequate supplies relevant to the needs of the church.
- General office work, including photocopying, printing, storage etc.
- Collect and distribute as appropriate relevant and appropriate information and notices from and to circuit, district, ministers, officers, and individual churches.
- Maintain and update the church website and keep social media platforms up to date.

Other Duties:

- Attend Church Council meetings acting as needed as notetaker.
- Be the designated person for external contacts to the Church.
- Any other duties identified by the Line Manager within the capabilities and level of responsibility of the post holder which enhance and develop the needs of the Wolds Edge Church.

Training Requirements:

- To fulfil the requirements and continue the development of the role there will be the need from time to time to undertake mandatory training, as identified by the Line Manager.
- Any such training will be undertaken during contracted hours or, if this is not possible, 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 **10** per week to be worked, ideally, on Tuesday's and Thursday's. There is however a degree of flexibility to this, in agreement with the Line Manager.
- The rate of pay for this post is **£12** per hour (£6240 per annum actual salary.)
- Annual leave entitlement for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is calculated to be **66 hours**, inclusive of public holidays.

- This post does not qualify for auto enrolment. However, pension provision is offered.
- 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 Church Minister, and whose responsibility it will be to:

- Become familiar with the work of the Administrator.
- Determine priorities for the 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 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 Administrator.

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	Essential	Desirable	Method
Education and Training			
Educated to GCSE level of equivalent in Maths and English.	Yes		A, I, Q
Proven Ability			
Proven employed or volunteering experience in an administrative or office role.	Yes		A, I
Computer Literate. Able to use the internet, email, and Microsoft packages.	Yes		A, I, W
Effective and measured communicator, both verbally and in writing.	Yes		A, I
Experience of website updating (WordPress).		Yes	A, I
Experience of proactive diary management.	Yes		A, I, W
Experience in handling and retaining confidential and personal information correctly, whilst maintaining appropriate confidences.	Yes		A, I
Able to prioritise and plan own workload but equally comfortable to work collaboratively with others as part of a team.	Yes		A, I
Able to adapt and embrace changing priorities	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
Special Knowledge and Skills			
Experience in the use of different social media platforms, in particular facebook, and website administration.	Yes		A, I
Any Other Requirements			
Good interpersonal skills, with a welcoming and friendly demeanour and an approachable and sensitive style.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
An understanding of the structure and the workings of the Methodist Church, or a willingness to learn.	Yes		I
A commitment to embrace the culture and values, and to act at all times in the best interests of, the Methodist Church.	Yes		I
Able to work flexibly including, from time to time, an irregular work pattern.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

- A:** Application form
I: Interview
Q: Proof of qualification
W: Written exercise

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 questions about the way that we are recruiting, contact hr@yorkshirenemethodist.org

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. Assumptions will not be made so please be detailed and specific in your answers.

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.