



Job Information Pack

Administrative Support

for the Children and Family Worker

Driffield Methodist Church

1. Closing date:	7 th August 2025 (Midday)
2. Interview date:	11 th /12 th August 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Driffield Methodist Church.
3. Return completed application forms to revpb@revpb.karoo.co.uk

Job title: Administrative Support (for the Children and Family Worker)
Employed by: Driffield Methodist Church, YO25 6TG.
Location: Driffield Methodist Church, YO25 6TG.

Responsible to: Accountable and Responsible to the Children and Family Worker Committee through an appointed Line Manager, who in this instance is the Circuit Superintendent Minister.

Purpose of role: To work with, support and provide relevant and effective administrative support to the Children and Family Worker.

Main responsibilities:

General Administration

- Provide secretarial and administrative support to the Children and Family Worker.
- Ensure Children and Family events are advertised well, using the local press, social media channels and the Church [website](#).
- Report regularly and as asked to do so to the Children and Family Worker Committee.

Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant meetings.
- Maintain a good understanding of the culture and values of the Church.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Part-time, permanent.
Working hours:	8 hours per week.
Work pattern:	A flexible working pattern, to be agreed with the Line Manager.
Rate of pay:	£12.60 per hour (£5242 actual salary).
Location:	Driffield Methodist Church, YO25 6TG.
Annual leave:	33-days inclusive of all public holidays, pro-rata for part time employees. (Leave for this post is calculated to be 52.8 hours.)
Probation:	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
Training:	<p>There will be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. Any appointment is conditional on the successful completion at the earliest opportunity of:</p> <ul style="list-style-type: none">- Methodist Church Foundation Module Safeguarding Training.- Methodist Church Unconscious Bias Training. <p>Any appointment remains conditional on the postholder engaging and contributing positively to their development.</p>

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Education, Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A I
Proven Abilities, Knowledge and Skills			
Previous experience in an administrative or office role.	Yes		A I
An understanding of website management.	Yes		A I
Good all-round knowledge of social media platforms.	Yes		A I
Strong IT, spreadsheet and database skills, proficient in the use of Microsoft Packages (Word, Excel, Outlook, PowerPoint.)	Yes		A I
Excellent written and verbal communication skills.	Yes		A I
Personal Qualities			
Able to maintain good working relationships with the Children and Family Worker and members of the Children and Family Worker Committee.	Yes		A I
Able to work independently without close supervision whilst at the direction of the Children and Family Worker.	Yes		A I
Able to develop and maintain appropriate boundaries with everyone, demonstrating integrity and a commitment to confidentiality.	Yes		A I
Able to work to deadlines whilst often balancing competing priorities.	Yes		A I
Able to work well independently for periods of time or, when needed, as part of a small team.	Yes		A I
Willing to undertake ongoing training relevant and necessary to the role	Yes		A I
An active listener, friendly and sensitive, with excellent interpersonal skills.	Yes		A I
Any Other Requirements			
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A I
Awareness of and a sensitivity to issues of equality, diversity and inclusion.	Yes		A I
A commitment to work within Methodist policy in regard to the General Data Protection Regulation (GDPR) and Data Protection.	Yes		A I
A commitment to adhere and positively promote Methodist policy and procedure in regard to Safeguarding.	Yes		A I
Understanding of the need from time to time to work hours flexibly.	Yes		A I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **W,** Written Exercise

Adjustments:

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 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. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification.

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions/DBS disclosure:

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information we hold will be used to administer your employment with us. By making an application, 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 and abilities 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. Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.