



Drifffield-Hornsea **Methodist** Circuit

Job Information Pack

# Circuit Administrator

[Drifffield and Hornsea Methodist Circuit](#)

Closing date: **24<sup>th</sup> August 2025, Midday**

Interview date: **w/c 1<sup>st</sup> September 2025**

- Job title:** Circuit Administrator
- Employed by:** Driffield Hornsea Methodist Circuit
- Location:** Based at Driffield Methodist Church, YO25 6TG  
*There may on occasion be the opportunity for home working with prior agreement from your Line Manager*
- Reports to:** Accountable and responsible to the Circuit Leadership Team, line managed by the Superintendent Minister.
- Key relationships:**  
(Internal)
- The Superintendent Minister.
  - Circuit Leadership Team (CLT).
  - Church and Circuit Officers, Staff and Volunteers.
- Key relationships:**  
(External)
- District Administrator.
  - Local, ecumenical and other faith partners.
- Purpose of role:**
- To work with and support the Superintendent Minister and CLT providing relevant and effective administrative support to the Driffield-Hornsea Methodist Circuit.

**Main responsibilities:**General Administration

- Provide secretarial and administrative support to the CLT including Circuit Staff, Stewards and Co-ordinators.
- Undertake general administration, correspondence, returns, distribution, including the preparation, updating and distribution of the Circuit Directory and monthly Circuit News.
- Schedule meetings and organise Circuit events liaising as needed with involved parties.
- Collate and input information from Churches and Local Preachers onto the Circuit planning documents and distribute as appropriate.
- Attend meetings in the Circuit as required and take minutes of the meeting when requested. (e.g. Circuit Meeting and CLT meetings.)
- In consultation with the Superintendent Minister act as GDPR champion ensuring that the annual audit is completed, and any changes to processing data are communicated.
- Distribute relevant District and Connexional information to local churches efficiently.

Safeguarding

- Provide relevant administrative support to the Circuit Safeguarding Co-ordinator.
- Complete and keep a record of authorised DBS checks.
- Keep records of training completed & training needs.

Finance

- Provide support and liaise with the Circuit Treasurer on relevant matters of finance.
- Organise the distribution of finance schedules, monitoring their return and accuracy forwarding on to the Circuit Treasurer.
- Assist with grant applications to District, Connexional and other relevant funds.

Property

- Provide support and liaise with the property lead and CLT on relevant property matters.

- Create, maintain, and instruct a central list of contractors, leading on procurement of services to provide best value including electrical testing, fire extinguishers servicing, gas serving, etc, assuming responsibility for maintaining appropriate records correctly.
- Maintain manse inspection records, advise appropriate groups when inspections are required and forward reports to appropriate bodies.
- Manage the booking of quinquennial and manse inspections and reports to Churches in liaison with circuit property steward.

#### Publicity

- Update and maintain the Circuit website in conjunction with Circuit staff.
- Ensure Circuit events are advertised via the local press, social media and website.

#### Other requirements:

- Be an active and engaged member of the staff team.
- Prepare and deliver reports, as asked to do so, to relevant Church and Circuit meetings.
- As requested by your Line Manager, undertake all other reasonable duties.

### **Summary of terms and conditions:**

<b>Contract type:</b>	Part-time, permanent.
<b>Working hours:</b>	15-hours per week.
<b>Work pattern:</b>	A flexible working pattern, to include occasional evening and weekend working, with at least three days free from responsibilities each week.
<b>Rate of pay:</b>	<b>£12.60 per hour</b> (£9828 Actual Salary)
<b>Location:</b>	Based at Driffeld Methodist Church, YO25 6TG.
<b>Annual leave:</b>	Leave for a full-time employee is 33-days inclusive of public holidays. Leave for a part time employee is calculated pro-rata to this. Leave for this post is calculated to be 99 hours inclusive of public holidays.
<b>Pension:</b>	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
<b>Probationary period:</b>	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.
<b>DBS disclosure:</b>	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work:</b>	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
<b>Training:</b>	<p>There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. This appointment is conditional on the successful completion within the first 3 months of employment of:</p> <p> <a href="#">Methodist Foundation Safeguarding Training</a>  <a href="#">Methodist Church Advanced Safeguarding Training</a>  <a href="#">Methodist EDI Training</a>  <a href="#">Methodist Unconscious Bias Training</a> </p>

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<b>E = Essential, D = Desirable, M = Method</b>	<b>E</b>	<b>D</b>	<b>M</b>
<b>Training and Qualifications</b>			
Good understanding and use of written and spoken English.	Yes		A, I
<b>Knowledge, Skills and Experience</b>			
Previous administrative and/or office management experience.	Yes		A, I
Well-developed IT skills, confident when using and working with Microsoft packages, spreadsheets, and social media platforms.	Yes		A, I
Excellent oral and written skills with the ability to communicate effectively and professionally in-person, by letter, email and telephone, and able to prepare reports as directed.	Yes		A, I
Good communication and inter-personal skills, able to demonstrate a professional, approachable and sensitive style.		Yes	A, I
An understanding of the importance of GDPR and an appetite to fully embrace and deliver the Methodist Church's policies in and around this subject.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of our circuit.	Yes		A, I
Able to work with competing priorities with excellent organisation skills.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to confidentiality.	Yes		A, I
Able to create and maintain good working relationships and appropriate boundaries and communicate in a culturally relevant way to all ages.	Yes		A, I
Able to work under pressure, meet deadlines (often competing) whilst demonstrating reliability, integrity, and discretion.	Yes		A, I
Able and willing to work independently for periods of time without close supervision and as part of a team when needed.	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>			
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 and a commitment to the unique value of the individual in all aspects of life.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

**Method of Assessment:**

**A:** Application form; **I:** Interview; **Q:** Proof of Qualification **P:** Presentation; **E:** Exercise

**Next steps:**

General enquiries and informal conversations about the role are actively encouraged.

In the first instance we ask that you direct these by email to [Hilary Himsworth](#).

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

**Anticipated timeline:**

A start date as soon as possible is available and will be discussed at interview stage.

<b>1. Closing date:</b>	24 <sup>th</sup> August 2025
<b>2. Interview date:</b>	w/c 1 <sup>ST</sup> September 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 Methodist premises within the Driffield Hornsea Methodist Circuit.

**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. *Where CVs are submitted these will not be used to make shortlisting decisions.*

**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:**

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.

**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 that 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.