

## JOB DESCRIPTION

<b>Job Title</b>	<b>District Secretary for Administration and Compliance</b>		
<b>Reports to</b>	<i>A line manager appointed by the District Trustees</i>	<b>Location</b>	<i>TBC</i>
<b>District/ Circuit/ Church</b>	<i>North West England District</i>	<b>Salary</b>	<b>£45,000 to £55,000</b>

### Job Purpose and Objectives

*To contribute to the leadership of the North West England District, and in particular to lead and manage the District's responsibilities within the Administration & Compliance Hub.*

<b>Responsible to:</b>	The District Secretary will be employed by the Trustees of North West England District and will be line managed by a person appointed by the District Trustees.
<b>Responsible for:</b>	<p>Any employees within the Administration &amp; Compliance Hub from time to time, such as District Administrator(s), Property Secretaries.</p> <p>Any external contractor engaged to provide resources within the Administration &amp; Compliance Hub (such as for Finance or Human Resources) if any.</p> <p>Any volunteer officers, posts, committees, groups or networks appointed within the Administration &amp; Compliance Hub to fulfil the various functions and responsibilities within that hub.</p>

### Main Responsibilities

1. Collaboration with the District Chair and the District Secretary for Ministries & Vocations in the leadership of the District, and promoting the values of the District in all work practice.
2. Collaboration with the Mission Area Leads to facilitate support of the circuits in relation to the responsibilities of administration and compliance issues.
3. Responsibility for compliance with all relevant legal, financial, and governance matters, including compliance with the relevant parts of *The Constitutional Practice and Discipline of the Methodist Church*, including:
  - a. budget and accounting, in partnership with the District Treasurer;
  - b. data protection;
  - c. lay employment processes;
  - d. safeguarding.

4. Working with the District Safeguarding Officers, the District Safeguarding Group and others to ensure safeguarding processes for the District are robust and effective.
5. Responsibility, together with relevant District officers and bodies, for strategy for property and finance across the District, and for its implementation.
6. Enabling the District Property Consents group to fulfil their responsibilities regarding property matters within the District.
7. Coordinating the District Grants Policy and its implementation through the District Grants Committee.
8. Ensuring that the District's responsibilities for Reconciliation and Complaints are fulfilled, including liaising with the other District Leaders and ensuring the appointment and functioning of the District Local Complaints Officer and District Reconciliation and Complaints Support Group(s).
9. Collaboration with the District Chair and others to ensure good practice in internal and external communication, including through the District Communications Officer.
10. Engagement with the District Policy Committee and the District Scrutiny Group processes and meetings.
11. Fostering good and collaborative working relationships with holders of relevant district volunteer posts.
12. Other areas of responsibility as agreed and assigned by the Trustees.

## Terms and Conditions

- Terms of appointment: Permanent.
- The salary/rate of pay will be: £45,000 to £55,000 per annum.
- Normal working pattern: 35 hours a week, including flexibility for evening and weekend working as needed.
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 28 days annual leave entitlement per year including statutory public holidays (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure, and fulfilment of Advanced Level Safeguarding training requirements.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.

## Management

The District Secretary will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the District Secretary.
- Determine priorities for the work with reference to decisions of the District Policy Committee.
- Prepare a personal development plan with the District Secretary.
- Encourage good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the District Secretary on a regular basis (generally, meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the District Secretary.

Additionally, a District Leaders Reference Group will support the District Secretary and their Line Manager in the fulfilment of their respective responsibilities, and will meet with them on a periodic basis.