

## **Job Description and information for the post of Personal Assistant to the District Chair (Administration) in the Liverpool Methodist District.**

This is a part-time post – flexible hours on average 25 hours a week. We wish to appoint someone who will commence work as soon as possible.

The District stretches from Southport in the north to Wirral in the south and includes parts of Lancashire and Cheshire to the east. Although predominantly urban, the District does include some rural communities and Churches. Please look at the website for more information about the District. <http://liverpoolmethodistdistrict.org.uk>

If you would like a conversation about this post then please contact

### **JOB DESCRIPTION**

**Job Title:** Personal Assistant (Administration) to the Chair and District Administrator of the Liverpool District of the Methodist Church

**Lay Employee in the** Liverpool District

**Location:** Either at home or at a suitable local church office by arrangement, with the occasional need to travel both to the Chair's Manse and to other locations in the District to attend meetings etc.

**Responsible to:** District Chair, Revd Dr Sheryl Anderson.

**Responsible for:** The provision of confidential administrative support to the Chair of the District and administrative support to the District Officers.

### **Main Responsibilities and Tasks**

To:

- Liaise with the District Chair for all appointments, meetings, diary dates. Arrange travel and accommodation on request.
- Respond to email and take telephone calls on behalf of the Chair as appropriate.
- Liaise with Circuits, District Officers, Ecumenical Colleagues and the Connexional Team as required.
- Assist in preparation of material for District meetings, in particular Synods, publication of material and attendance records
- Maintain the District Database (currently in Excel) with up to date information of those residing and serving within the District.
- Maintain and update the electronic version of the District Handbook, collate and prepare the necessary information to be included in the hard copy of the Handbook in an appropriate form for professional printing at the beginning of each new Connexional year.

- Maintain the District website, updating as necessary, posting new vacancies and communicating with the Webmaster when necessary.
- Maintain office resources and equipment in accordance as necessary, liaising with the District Treasurer to review budget provision.
- Book venues and provide secretariat support as appropriate as for District events, Synods, Retreats, Training and other events.
- Act as Zoom Licence sub account owner to maintain the Zoom Licence Template and other tasks connected with the role.
- Any other reasonable tasks that are required to assist the Chair in carrying out the Chairs role.
- As District Administrator you will provide administrative support for the District Safeguarding Officer, taking registrations for training events, circulating confirmation and any relevant information required.
- The District Administrator will be required to take minutes at various Committee Meetings as required.
- As the District Administrator is the central point of enquiry from within and outside the District a good knowledge of the District and the Merseyside area is an essential.
- Organise occasional administrative tasks as required, e.g. prepare lists, organisation, and purchase of “official” Christmas cards and gifts and arrange their posting/distribution.
- A driving licence is desirable due for occasional travel throughout the district, but the ability to use public transport/taxis with sometimes substantial loads is essential.

### **Terms and conditions**

- Terms of appointment: Permanent.
- The appointment is part time, flexible on average 25 hours per week.
- The salary will be in the range £9.50-10.95 per hour, depending on qualifications and experience.
- Normal working pattern: Monday-Friday 3 or 4 days a week. Occasional evening work will be required together with attendance at twice yearly Saturday synods.
- Where necessary training will be given in the database package used.
- All reasonable expenses will be reimbursed.
- 28 days (pro rata) annual leave entitlement, including bank holidays per year.
- Appointment will be subject to satisfactory references and DBS check.
- Appointment will be subject to the satisfactory completion of up to a six month probationary period.

### **Management**

The Lay Employee will be line managed by the Chair of District, who will consult with the District Lay Employment Sub Committee in regard to line management processes and procedures.