

JOB DESCRIPTION

- Job Title:** Circuit Administrator
- Lay Employee Base:** To Be Advised – Based within the Circuit area
- Responsible To:** The employee will be employed by the West Pennine Moors Methodist Circuit and will be under the direction of the Superintendent Minister
- Purpose & Objectives:** The appointment will provide a gifted, experienced and skilled administrative coordinator, who in close co-operation with the minister and other office holders of the circuit, will supervise and facilitate the day to day circuit administration function. The post will co-ordinate communications and publicity and provide administration support. This position requires an exceptional degree of professionalism, working in an ever changing environment. Qualities such as multi-tasking, sound decision making, self-motivation and discretion are essential to this role.

Key Responsibilities:

- To set up, maintain and manage a resilient communication plan using the most appropriate channels for each key person. These will include the circuit ministers, lay employees, office holders and appointed representatives from each church in the circuit.
- Manage all circuit correspondence, including post, email and answer phone messages.
- Assist in the development of the Circuit website and any social media accounts, and subsequently manage their regular updating and improvement.
- Review and implement procedures to ensure a clear, efficient and effective office operation.
- Ensure that all policies relating to the management of the Circuit are filed electronically, liaising with the appropriate office/committee, reviewing such in line with agreed schedules.
- Ensure all publicity regarding Circuit and Church events is shared and communicated clearly.
- Co-ordinate the editing, publishing, printing & distribution of the quarterly Way Finder magazine.
- Assist the Ministerial Team in the administrative co-ordination of the quarterly Preaching Plan.
- Set up and maintain the annual co-ordination/production/printing & distribution on the Circuit Directory.
- Keep up to date with administrative regulations relating to the Methodist Church & advice on any necessary changes and with national legislation which affect the work of the circuit eg. Data Protection, Safeguarding etc.
- Order office supplies as required for the Circuit Team including stationery etc. and ensure office stationery levels and equipment are maintained, achieving best possible prices.
- Undertake secretarial and administrative duties for the Superintendent Minister, Circuit Staff and office holders.
- Be the first point of contact for all enquiries whether in person, or by phone, post, email or web site. All enquiries will be dealt with politely and professionally and followed up by appropriate action
- Act as the Circuit Safeguarding Coordinator, attending regular update meetings as appropriate, ensure that all records are kept up to date for the Circuit.

- Act as a Safeguarding Co-coordinator and verifier in DBS disclosure applications.
- Set up a property asset monitoring database to ensure that all regular inspections are undertaken as required.
- Create a robust process in conjunction with the Circuit Treasurer to ensure that all financial transactions are actioned accordingly.
- Act as the Circuit Connexional Funds Secretary, receiving, recording and paying funds and liaising closely with Church Treasurers.
- Co-ordinate the Circuit charity trustee forms and update details on the Charity Commissioners website.
- Protect the interests and reputation of the West Pennine Methodist Circuit and by maintaining confidentiality at all times.
- Carry out any other duties and responsibilities, identified by the Minister as are within your capabilities and level of responsibility, in order to meet the needs of the circuit.
- Ensure that the Circuit Office is open and accessible during set working hours.