

SOUTHAMPTON METHODIST CIRCUIT – 26/1

CIRCUIT ADMINISTRATOR

JOB DESCRIPTION:

Job Title:	Circuit Administrator
Lay Employee in the:	Southampton Circuit
Location:	Working from home – will include attendance at some meetings.
Responsible to:	The Lay Employee will be employed by the Southampton Circuit and will be responsible to the Line Manager.
Responsible for:	No post holders report to this post.
Purpose and Objectives:	To provide administrative support to the Circuit Stewards, Superintendent Minister/Deputy Superintendent, members of the Circuit staff and churches, by arrangement.

Main Responsibilities:

1. To assist with the preparation, collation and distribution of routine and occasional documentation including the Circuit Directory.
2. To distribute information around the Circuit, to various churches and office holders, through electronic or alternative efficient methods, including up- dating the Circuit website.
3. To actively participate on committees within the Circuit including taking of minutes at meetings.
4. To assist in the making of the Circuit Plan, including collation of information and electronic distribution of the final document.
5. To take a lead in the administration of GDPR.
6. To maintain Circuit records as agreed with Circuit Leadership Team.
7. To take a lead in the administration of the Circuits strategy in respect of Safeguarding including the log of those who have undertaken the training.

8. To assist with arrangements for Circuit events or District events held in the Circuit, including arranging venues, and attending those meetings.
9. To attend the Circuit Meeting and other agreed meetings, training and support events, as directed.
10. To fulfil other administrative duties to be agreed as the need arises and as time permits, as directed by the Line Manager.
11. To maintain and submit to the line manager a record of work undertaken on a weekly basis.

Terms and conditions:

- Terms of appointment: Initially for the period of 3 years when it will be reviewed in the light of Circuit funding and staffing changes.
- The salary will be £11.78 per hour.
- No accommodation is provided with this post.
- Normal working pattern: 16 hours per week. The hours include attendance at agreed meetings. At least two days free of responsibilities each week, where possible.
- Opportunities for study and for training.
- A laptop, printer and mobile phone will be supplied to carry out the necessary work.
- All reasonable agreed expenses will be reimbursed (e.g. telephone, stationery, mileage) and a small allowance given for on-going training.
- Flexible working as agreed with the Line Manager – this may include some evening and weekend work.
- 28 days statutory annual leave entitlement per year pro rata for part-time, which will include statutory bank holidays.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to a satisfactory DBS check.
- Appointment will be subject to the satisfactory completion of up to 3 month probationary period.

Management:

The Lay Employee will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to ensure smooth working within the Circuit.
- Determine priorities for the work.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).

A separate support group will be set up to ensure that the Lay Employee receives suitable pastoral support.