**JOB DESCRIPTION**

Job Title: Circuit Administration Manager for the Southport Methodist Circuit

Lay Employee in the: Southport Methodist Circuit

Location: Based at a suitable local church office, with the occasional need to travel Circuit churches and other locations in the Circuit to attend meetings etc.

Responsible to: Rev Marie-Anne Kent, Circuit Superintendent Minister.

Responsible for: The provision of confidential administrative support to the Circuit Superintendent Minister and administrative support to the Circuit Ministers, Lay Workers and Circuit/Local Church Officers as required.

Reportees: Circuit Administrator.

**Main Responsibilities and Tasks**

To:

* Establish and maintain a Circuit database, including the associated guidelines and processes.
* Act as the Circuit GDPR Officer, implementing processes across the circuit and local churches to manage compliance with the regulations. This will annually include conducting an audit and developing an improvement plan for any areas of concern/non-compliance.
* Manage Circuit equipment and resources, enabling users of such resources and equipment to be able to readily access them as required. This will include specifying, seeking approval and procuring such equipment and resources. This could include items such as photocopiers and worship resources for use across the Circuit.
* Maintain a system for retaining Circuit documents making them suitably accessible by those requiring access. This could including meeting records, employment files and other documents associated with the Circuit. The Circuit safe will accessible by the job holder.
* Oversee the annual reporting for the Circuit and support local churches as appropriate with their reporting requirements. Provide visibility as to the status of Circuit and Local Church reporting status.
* Support Circuit office holders with the administration processes and requirements for their roles as appropriate e.g. Circuit Meeting Secretary, Circuit Safeguarding Officer.
* Support the Circuit Superintendent Minister/Ministers in the annual cycle of meetings, schedules, documents and governance requirements. As an example, the production of the quarterly perching plan, meeting schedules, circuit diary, circuit directory, charity Commission Report etc.
* Manage Circuit and church communications processes such as notice sheets, social media ad websites (directing as appropriate with the Circuit Webmaster).
* Provide administration support for ad hoc requests as required.
* Prepare and manage the Circuit Administration budget.
* Manage and supervise the Circuit Administrator.
* Provide such further administrative support to the Circuit as directed by the Circuit Superintendent Minister.

A driving licence is desirable due for occasional travel throughout the circuit, 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 £12.19 per hour, depending on qualifications and experience.

Normal working pattern: Monday-Friday 5 hours per days.

Where necessary training will be given in the database package to be 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.

Appointment will be subject to the satisfactory completion of up to a six month probationary period.