JOB DESCRIPTION

Job Title	Circuit Admin Assistant		
Reports to	Circuit Administration Manager	**Location**	Circuit Office, Silsden Methodist Church, 80 Kirkgate, Silsden, BD20 0PA
Circuit	Airedale Methodist Circuit	**Rate of Pay**	£15.65 per hour

Job Purpose and Objectives

To carry out administrative work under the direction of the Circuit Administration Manager.

Responsibilities

Responsible to:	The Lay Employee will be employed by Airedale Methodist Circuit Meeting and will be line managed by the Circuit Administration Manager.
Responsible for:	N/A

Main Responsibilities

1. Deal with office correspondence, telephone enquiries, email, photocopying, filing, collating etc.
2. Produce the Circuit Directory and other Circuit communications, including advertising materials.
3. Coordinate the production of the Circuit Preaching Plan four times a year in consultation with the Superintendent Minister.
4. Provide admin support to the Finance & Property Team, including dealing with licence renewals and quinquennial inspections.
5. Provide admin support in relation to Safeguarding across the Circuit.
6. Oversee the archiving of Circuit and local church documents and materials to ensure correct records are held.
7. Order stationery and other resources/supplies.
8. Maintain data in line with the latest GDPR requirements.
9. Any other duties and responsibilities, identified by your Line Manager as are within your capabilities and level of responsibility, in order to meet the needs of the Circuit.

Terms and Conditions

- Terms of appointment: Permanent
- The rate of pay will be £15.65 per hour.

- Normal working pattern: 16 hours per week to be worked flexibly, Monday to Friday, in agreement with your Line Manager. Actual days, start and finish times will be variable in accordance with the needs of the Employer and may occasionally include some evenings and weekends in agreement with your Line Manager. You will not be expected to work on more than four days in a calendar week.
- All reasonable expenses will be reimbursed and a small allowance given for ongoing 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.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a four month probationary period.
- 33 days annual leave entitlement (including public holidays) per year (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS).