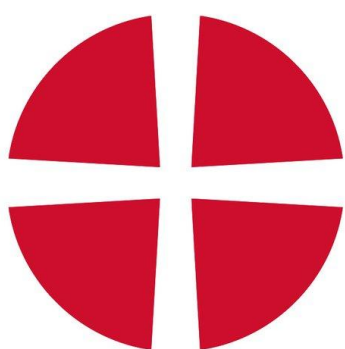




Job Information Pack

Circuit Administrator

Stockton Methodist Circuit

Closing date: **30th November, 2025**

Interview date: **TBC**

Job title: Circuit Administrator
Employed by: Stockton Methodist Circuit
Location: Based at Church premises within the geography of the Circuit.
There may, on occasion, be the opportunity for home working with prior agreement from your Line Manager

Reports to: Accountable and responsible to the Managing Trustees of the Stockton Circuit, line managed by the Superintendent Minister.

Key relationships:
(Internal)

- The Superintendent Minister.
- Circuit Ministers.
- Circuit Leadership Team (CLT).
- Church and Circuit Officers, Staff and Volunteers.

Key relationships:
(External)

- District Administrator.
- Local, ecumenical and other faith partners.

Purpose of role:

- To work with and support the Superintendent Minister and Circuit Leadership Team, providing relevant and effective administrative support to the Stockton Methodist Circuit.

Main responsibilities:

General Administration

- Provide secretarial and administrative support to circuit ministers and officers.
- Order and maintain adequate supplies relevant to the needs of the Circuit.
- Maintain the CHRESTOS system, Circuit website and general Circuit records.
- Maintain licences and arrangements to enable online working, worship, and meetings.
- Make arrangements for meetings and events at external locations as required.

Publicity

- Circulate notices and other relevant/appropriate Circuit and District information.
- Proactively promote the positive work of the churches via the local press, Circuit website, and Circuit social media platforms.
- Keep Circuit and Church websites and social media platforms up to date.
- Maintain a Circuit diary of events, negotiating and mitigating potential clashes.
- Prepare and produce relevant media and publicity materials.

Circuit publications

- Work collaboratively with the Superintendent Minister to produce an initial draft of the Circuit Plan, liaising with preachers and church representatives, and, on agreement of the Superintendent Minister, produce and circulate the final plan.
- Produce and maintain the Circuit Directory.
- Produce and circulate a regular Circuit Newsletter.

Safeguarding

- Provide appropriate and relevant support to the Circuit Safeguarding Officer.
- Act as the Circuits DBS verifier and monitor the Circuit Safeguarding Policy, amending as requested.

Data Management and GDPR

- Act as Data Champion for the Circuit, providing relevant guidance to local churches.
- Update as needed the database of Circuit Meeting members and officers.
- Update, as needed, the register of Circuit Trustees via the Charity Commission.
- Assemble the information required to make the annual return to the District.
- Support and collate the production of licences for bookings in the local Church.
- Maintain records and information, liaising with the Methodist and County record office.
- Input, via the Methodist website, Statistics for Mission.
- Collect data for the necessary statistical returns and schedules.

Other requirements:

- Be an active and engaged member of the staff team.
- Prepare and deliver reports, as asked to do so, to relevant meetings.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Part-time, permanent.
Working hours:	15 hours per week.
Work pattern:	A flexible working pattern, to include occasional evening and weekend working, with at least three days free from responsibilities each week.
Rate of pay:	£13.45 per hour
Location:	Based at Church premises within the geography of the Circuit.
Annual leave:	Leave for a full-time employee is 28 days, inclusive of public holidays. Leave for a part-time employee is calculated pro rata to this. Leave for this post is calculated to be 84 hours, inclusive of public holidays.
Pension:	There is a contributory pension scheme to which eligible staff will be auto-enrolled. Employees who do not meet the auto-enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Offers of employment are conditional on the satisfactory completion of 6 months of probationary service. We reserve the right to extend this up to a maximum of 12 months.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration, Asylum and Nationality Act 2006.
Training:	There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church. This appointment is conditional on the successful completion within the first 3 months of employment: Methodist Foundation Safeguarding Training Methodist Advanced Safeguarding Training Methodist EDI Training Methodist Unconscious Bias Training

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E = Essential, D = Desirable, M = Method	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Knowledge, Skills and Experience			
Previous experience in an administrative or office support role.	Yes		A, I
Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).	Yes		A, I
Excellent verbal and written communication skills.	Yes		A, I
Familiarity with social media platforms and basic marketing tools.	Yes		A, I
Experience in collecting, collating and reporting statistical data.	Yes		A, I
Experience in using online meeting platforms.	Yes		A, I
Knowledge and understanding of safeguarding practices within the workplace.	Yes		A, I
Knowledge of data protection principles and the GDPR.	Yes		A, I
Qualities and Aptitudes			
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of the circuit.	Yes		A, I
Able to create and maintain good working relationships and boundaries, communicating in an appropriate and culturally relevant way with all.	Yes		A, I
Able to work under pressure and meet deadlines whilst demonstrating excellent organisation skills, reliability, integrity, and discretion.	Yes		A, I
Able and willing to work independently for periods of time without close supervision and as part of a team when needed.	Yes		A, I
Any Other Requirements			
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Able to travel without restriction across the geography of the circuit as needed.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion.	Yes		A, I
A commitment to work irregular hours, to include evenings and weekends.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

Method of Assessment:

A: Application form; **I:** Interview; **Q:** Proof of Qualification **P:** Presentation; **E,** Exercise

Next steps:

General enquiries and informal conversations about the role are actively encouraged.

In the first instance, we ask that you direct these by email to the [Rev Vincent Jambawo](mailto:vincent.jambawo@methodist.org.uk)
vincent.jambawo@methodist.org.uk

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

Anticipated timeline:

A start date as soon as possible is available and will be discussed at the interview stage.

1. Closing date:	30 th November 2025
2. Interview date:	TBC

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Methodist premises within the Stockton Methodist Circuit.

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.