

## **CHURCH & CIRCUIT ADMINISTRATOR (Full-time)** **Herefordshire (South & East) Methodist Circuit**

We are seeking an experienced part time Administrator who will be working 14 hours a week (56 hours a month) to support our Circuit and Methodist Church in Ledbury. On offer is a salary of £10,920 per year (£15 per hour) and the opportunity for home or office-based working based at our Meeting Centre at the Ledbury Methodist Church, please note this role will require you to attend meetings at our Church & Meeting Centre in Ledbury as required.

As the Church & Circuit Administrator, you will be helping to develop and oversee the day-to-day administration of the South and East Herefordshire Circuit communication and office functions.

### **This will include:**

- Supporting our Superintendent Minister by responding to messages and requests, distributing information to both churches within the South & East Herefordshire Circuit as well as to individuals.
- Preparing documents and worship resources for print and/or video as directed.
- Maintaining databases including membership lists, community roles and attendance.
- Assisting with the administration and maintenance of circuit records, ensuring statutory compliance, providing administrative support to our Circuit Safeguarding Officer in connection with the development and implementation of both circuit and local church policies, and assisting with the management of related training.
- Taking on responsibility for the Circuit and Superintendent Ministers Diary, maintaining and reporting circuit statistics, assisting in the production of the Circuit Plan and managing related resources.
- Preparing and distributing publicity material within the circuit and assisting with the maintenance and development of our websites and social media.
- At our Ledbury Methodist Church where we also rent office and meeting spaces this will include managing our Church, Office and Meeting Room Bookings, co-ordinating our rotas, assisting with creation of regular publicity and posts on social media. Managing stock levels on consumables, and ordering replacement stock as well as preparing reports.

### **To be considered as the Church Circuit Administrator you will need:**

- To be an experienced Administrator, computer literate with a good working knowledge of Microsoft Office and in particular Word, Excel, PowerPoint and Outlook.
- Excellent interpersonal and communication skills both written and spoken with the ability to build and sustain relationships. If you have experience of working empathetically with volunteers from diverse backgrounds and with different levels of experience and be able to adapt your ways or working to meet the needs of different individuals that would be advantageous.
- An enhanced DBS check.
- A full driving licence and own vehicle.

### **On offer for the successful candidate is:**

- A permanent part-time job working 56 hours a month.
- An hourly rate of £15.00
- The flexibility for home-based / hybrid or office-based working in Ledbury. To find out more, register your interest or apply please either call us on 01905 795531, email [jvmorriss@aol.com](mailto:jvmorriss@aol.com).