

About the job:

We seek to appoint an Office Manager via a permanent part-time contract.

About our circuit:

The Derbyshire North-East Circuit is one of seven circuits that form the Sheffield Methodist District. It comprises 14 churches serving communities in and around the historic towns of Chesterfield and Bolsover, close to the spectacular Peak District National Park and within easy reach of the city of Sheffield.

Click [here](#) to learn more about our Circuit.

Click [here](#) for a video message about the vacancy from Rev Mark Carrick.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working with at least two days free of responsibility each week

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Next steps:

We encourage enquiries and conversations about the post to the Rev Mark Carrick. Please, in the first instance, direct these by email to mark.carrick@methodist.org.uk

- To download an application form, visit our website at www.dnethodists.org.uk
- Please return completed application forms to hr@sheffieldmethodist.org

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	28 th July 2024
2. Interview date:	Early August 2024

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at Whittington Moor Methodist Church, S41 8NA.

Job Title: Office Manager
Department: Circuit Office (Administration)
Employed by: The Derbyshire North East Methodist Circuit
Location: Whittington Moor Methodist Church, Chesterfield, S41 8NA

Responsible to: Accountable to the Managing Trustees of the Derbyshire North East Methodist Circuit through the appointment of a dedicated Line Manager.

Requirements:

Experience:

- Experience of managing an office environment. Experience of working with volunteers, ideally within a charitable organisation, is advantageous.

Competencies:

- A confident communicator who is able to effectively and independently organise, manage, and provide line management within the Circuit Office, liaise with third parties in relation to Property Management, and have a working knowledge of financial software and processes. Must be able to demonstrate interpersonal and managerial skills.

Core requirement of the role:

- We are excited to recruit for this new post of Office Manager. The successful candidate will be responsible for overseeing the administration of the Circuit Office and acting as line manager to two, part-time administrators. They will act as a point of contact for 14 local churches and the Circuit trustees, advising on such matters as property and financial management, compliance, and administration. They will liaise with and manage key relationships with third-party suppliers and provide assistance to the Circuit's Leadership Team. Prior knowledge and experience of Methodist procedures and structures would be of benefit to the role.

Key Responsibilities:

Organisation

- Supervise and engage in the week-to-week work of the administrative function of the Circuit.
- Contribute towards the planning, development, and organisation of the support systems, procedures, and policies.
- Assist the Circuit and its local churches with all aspects of property management.
- Maintain, develop, and organise a directory of third parties with regards property management, providing a single point of contact between them and the local churches.
- In conjunction with Circuit Leadership Team and third-party suppliers, assist with the financial management of the Circuit, including budget setting and annual reporting.
- Assist the Circuit Leadership Team in all matters of compliance.
- Supervise, train, and develop administrative staff.

Administration

- Manage online and hard-copy document management.
- Keep records in accordance with the Circuit's document retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support local churches with data protection compliance.
- Ensure accurate information is submitted annually to the Charity Commission.

Other requirements:

- Develop and maintain a good understanding of the culture and values of the Circuit.
- Any other reasonable duties that support the existing and developing mission of the Circuit.

Summary of terms and conditions:

Contract type	Part time, permanent
Working hours	18.5 hours per week (0.5 FTE) Flexible working times are available.
Rate of pay	£16.63–£17.67 per hour (£16,000 to £17000 salary) (£32–£34k FTE)
Location	Whittington Moor Methodist Church, Chesterfield, S41 8NA
Required working	A flexible working pattern is a requirement for this role, to include elements of evening and weekend working.
Annual leave	Annual leave entitlement for a full-time employee is 244.2 hours, based on a full-time working week of 37-hours. Leave for this post is calculated to be 122.1 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	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS)
Right to work	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom
Training	There will on occasion be the need for training to be completed, relevant to the role and the requirements of the Circuit and wider Methodist Church. All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL)

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	Essential	Desirable	Method of Assessment
Education and Training			
Educated to GCSE level, or equivalent.	Yes		A, I
Educated to degree level, or equivalent professional experience.	Yes		A, I
Knowledge, Skills, and Experience			
Previous management or senior supervisory experience.	Yes		A, I
Experienced in office management including developing and implementing relevant and appropriate working processes.	Yes		A, I
Understanding and familiarity with the processes and requirements of the charities commission.		Yes	A, I
Experience of working within or good knowledge around safeguarding protocols, either in work or a voluntary capacity.	Yes		A, I
Understanding of compliance issues for Health & Safety and GDPR, including establishing and maintaining fit for purpose procedures.	Yes		A, I
Confident user of social media with a good understanding of how different platforms work and how people engage with them.	Yes		A, I
Qualities and Aptitudes			
Able to relate effectively to a wide range of people <i>internal to the circuit</i> establishing and maintaining trusted working relationships.	Yes		A, I
Able to communicate, liaise and negotiate effectively and professionally across a wide and diverse range of <i>external to circuit</i> stakeholders in-person and through technology.	Yes		A, I
Able to work under pressure and meet deadlines, often with competing priorities, demonstrating reliability, integrity, and a commitment to confidentiality.	Yes		A, I
Able to develop and maintain appropriate boundaries in all professional and personal relationships.	Yes		A, I
Able to organise and manage workloads efficiently, working equally effectively within a team or alone with minimum supervision.	Yes		A, I
Good interpersonal skills, with a welcoming and friendly demeanour, and a sensitive and approachable style.	Yes		A, I
Able to adapt positively to changing priorities and circumstances.	Yes		A, I
Any Other Requirements			
A Christian faith.		Yes	I
A commitment to seeing the church flourish in fulfilling its mission with appreciation of how this role can directly help and support this.	Yes		I, P
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
A willingness to understand, learn and engage with the structures, ethos, and values of the Methodist Church.	Yes		I
A commitment to continue professional and personal development and to undergo relevant training where appropriate and necessary.	Yes		I

Evidence: **A:** Application form **I:** Interview **Q:** Proof of Qualification

Disability:

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 this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any an offer of employment is made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information contained in your application form and assess this against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. 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 during the recruitment process. Having a criminal record does not necessarily bar you from working for us however 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 will be used to administer your employment with us. By applying we assume 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, abilities and skills 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. Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.