

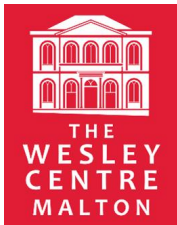
Job Information Pack

Office Administrator

The Wesley Centre
Saville Street, Malton, YO17 7LL

Closing date: **Midday, 21st February 2025**

Interviews: w/c 3rd March 2025



INTRODUCTION

About Us:

The Wesley Centre is a bold and inclusive space designed to serve Malton's rapidly expanding community while preserving its heritage as a place of worship.

Our vision is to create state-of-the-art facilities that welcome everyone, blending tradition with innovation to meet the evolving needs of our town.

At the heart of the Centre will be a flexible 600-seat auditorium, new accessible facilities, a concert and events box office, a vibrant community café, and purpose-built resources for the Malton Free Fridge, which distributes free surplus food to over 30,000 people annually.

The Wesley Centre prioritises affordability and accessibility for local interest groups and offers a welcoming space for residents and visitors alike. It will be a place to meet, celebrate good music, seek information, and come together for worship and connection.

Celebrating diversity is central to our mission. The Wesley Centre values the worth and dignity of every individual, regardless of age, faith, gender identity, race, economic reality, or social status.

By fostering an ethos of hospitality and inclusivity, the Centre will become a hub for connection, creativity, and shared purpose.

Learn more about us here: <https://www.maltonwesleycentre.org/>

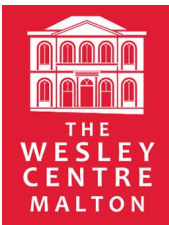
About the Role:

Working closely with other staff and volunteers the role of Office Administrator will ensure the smooth and effective administrative function of our vibrant community centre.

Working arrangement:

The role is a full-time post.

Whilst a faith is not an essential requirement to succeed in this role the successful applicant will be representing the Methodist Church in all that they do and should be committed to and comfortable with the ethos of the Methodist Church of Great Britain.



JOB DESCRIPTION

- Job Title:** Office Administrator.
- Employed by:** The Wesley Centre (Malton) Charity Number 1181629.
- Location:** The Wesley Centre, Saville Street, Malton, YO17 7LL.
- Responsible to:** The Office Administrator will be accountable to the trustees of the Wesley Centre via a nominated Line Manager.
- Internal relationships:** - Wesley Centre staff and volunteers.
- External relationships:** - User groups.
- External organisations, organisers and hirers.
- General public, organisers and hirers.
- Local community and voluntary organisations.
- Purpose and Objectives:** To play a pivotal part in ensuring the smooth operation of our vibrant community centre, working closely with Wesley Centre staff to deliver an excellent all-round administrative function.

Key Responsibilities:

Administrative Support

- Maintain accurate records of volunteer details, bookings, and associated organisations.
- Support the scheduling and coordination of events, meetings, and room bookings.
- Handle data management tasks, including database updates and report generation.
- Respond promptly to communications, including emails, phone calls, and visitor inquiries.
- Be responsible for Data Protection and GDPR compliance.

Marketing Assistance

- Assist with promotional activities, including creating content for newsletters, social media and the website.
- Help design and distribute marketing materials for Centre events and services.
- Collaborate with the team to promote the Centre's offerings to the wider community.

Volunteer Coordination

- Support the administration of the volunteer group, ensuring they have up-to-date information and resources.
- Act as a point of contact for volunteers, providing guidance and answering queries.

Team Collaboration

- Work effectively with colleagues to support the smooth running of the Centre.
- Contribute to the setup and administration of meetings and events.

Other requirements:

- Develop and maintain a good understanding of the culture and values of the Wesley Centre (Malton), always acting in its best interests.

- Any other duties within the postholders level of responsibility that support the existing and developing mission of the Wesley Centre (Malton).

Summary of terms and conditions:

Contract type	Full-time, permanent.
Working hours	37 -per week (Full time).
Rate of pay	£12.60-£13.77 per hour (£24242-£26500 salary).
Location	Wesley Centre, Saville Street, Malton, YO17 7LL.
Required working	A flexible working pattern is a requirement for this role.
Annual leave	33 days per annum, 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	Appointments and 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. All training will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer who will try to support your professional development. During your employment with us we will consider any relevant requests for continuing professional development (CPD).

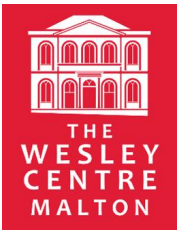
Job Title: Office Administrator.
Employed by: The Wesley Centre (Malton) Charity Number 1181629.
Location: The Wesley Centre, Saville Street, Malton, YO17 7LL.

Responsible to: The Office Administrator will be accountable to the trustees of the Wesley Centre via a nominated Line Manager.

<i>E = Essential, D = Desirable, A = Assessment Method</i>	E	D	A
Knowledge, Skills and Experience			
Previous experience in an administrative or office support role.	Yes		A, I
Experience working in a community-focused or nonprofit organization.		Yes	A, I
Knowledge of event management and/or scheduling software.		Yes	A, I
Excellent written and verbal communication skills.	Yes		A, I
Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).	Yes		A, I
Familiarity with social media platforms and basic marketing tools.		Yes	A, I
Knowledge of data protection principles and the GDPR.	Yes		A, I
Qualities and Aptitudes			
A proactive outlook and a friendly attitude, with a commitment to providing outstanding service.	Yes		A, I
Strong organisation and time management skills with the ability to prioritise tasks.	Yes		A, I
Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of the Wesley Centre (Malton).	Yes		A, I
Any Other Requirements			
Be supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		A, I
A commitment to work within Methodist policy in regard to the General Data Protection Regulation (GDPR) and Data Protection.	Yes		A, I
A commitment to adhere to and positively promote Methodist policy and process in regard to Safeguarding.	Yes		A, I
A willingness to work occasional irregular hours including evenings and weekends.	Yes		A, I
A satisfactory disclosure from the disclosure and barring service.	Yes		DBS

Assessment Method

- A – Application Form
- I - Interview
- C – Certificate/Qualification



NEXT STEPS

Next steps:

We actively encourage informal enquiries, questions and conversations about the role.

In the first instance please address these by email to admin@maltonwesleycentre.org

Please note that applications sent directly to this email address will not be accepted.

To make an application you should complete an application form and return to hr@yorkshiremethodist.org by email before Midday on the 21st February 2025.

Anticipated timeline:

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

1. Closing date:	21 st February 2025
2. Interview date:	w/c 3 rd March 2025

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.
2. Interviews will be held in-person at the Wesley Centre, Malton, YO17 7LL

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 the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. 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. Whilst having a criminal record does not necessarily bar you from working for 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 clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.