

Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the Operations & Administrative Officer role with the Anchor Circuit. Inside this pack you will find more information about the role and how to apply, as well as an introduction to the Anchor Circuit.

We are looking for an Operations & Administrative Officer to maintain the day-to-day operations of the Circuit, including working, on behalf of the managing trustees, with finance, administration, property projects, and legal compliance. This role is pivotal in supporting the Circuit's mission and values. The Operations and Administrative officer will work closely with the Superintendent Minister and other Circuit Trustees to optimise the Circuit's effectiveness in fulfilling its mission. A full job description can be found on the following pages.

For an informal discussion about this role contact Rev Stephen, Superintendent Minister by emailing [centralmeth@gmail.com](mailto:centralmeth@gmail.com). To apply, please complete the application form available at [Vacancies - The Anchor Methodist Circuit](#) and email it to [centralmeth@gmail.com](mailto:centralmeth@gmail.com). before the closing date.

We look forward to receiving your application!

## About Us

The Anchor Methodist Circuit is a circuit within the West Midlands Methodist District serving communities across Gornal, Halesowen, Blackheath and Sedgley in the West Midlands.

The circuit brings together six local Methodist churches, working collaboratively to support worship, discipleship, pastoral care, community engagement and Christian mission across the area.

The circuit's role is to support and enable its local churches, providing ministerial leadership, coordinating resources, developing mission opportunities and encouraging unity between congregations. Our purpose is supporting local churches in their life, mission and unity, rooted in prayer and centred on Jesus Christ.

The six churches within the Anchor Methodist Circuit are:

- Blackheath Central Methodist Church
- Hasbury Methodist Church
- Himley Road Methodist Church
- Lake Street Methodist Church
- Short Cross Methodist Church
- Upper Gornal Methodist Church

The Anchor Circuit works within the West Midlands Methodist District, contributing to the Church's mission of sharing the Christian faith, serving local communities and promoting justice, compassion and inclusion

## Job Description

|                   |                                                                                                                         |                     |                                              |
|-------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------|
| <b>Role Title</b> | Operations & Administrative Officer                                                                                     |                     |                                              |
| <b>Reports to</b> | Superintendent Minister                                                                                                 | <b>Location</b>     | Blackheath Central Methodist Church, B65 0EH |
| <b>Circuit</b>    | The Anchor Circuit                                                                                                      | <b>Remuneration</b> | £13.85 per hour                              |
| <b>Hours</b>      | 10 hours per week                                                                                                       | <b>Contract</b>     | Permanent                                    |
| <b>Benefits</b>   | 28 days annual leave which includes bank holidays (pro rata), training and development opportunities, flexible working. |                     |                                              |

The successful applicant will be enrolled in a contributory pension scheme, and all agreed reasonable expenses will be reimbursed. Appointment will be subject to satisfactory references and a DBS check.

## Role Purpose and Objectives

The Operations and Administrative Officer for the Anchor Circuit will be responsible for maintaining the day-to-day operations of the Circuit, including working, on behalf of the managing trustees, with finance, administration, property projects, and legal compliance.

This role is pivotal in supporting the Circuit's mission and values. The Operations and Administrative officer will work closely with the Superintendent Minister and other Circuit Trustees to optimise the Circuit's effectiveness in fulfilling its mission.

## Responsibilities

- Manage day-to-day circuit finances, including assessment payments, Direct Debits, paying invoices and checking bank balances.
- Develop budget, assessment and reserves policies, liaising with Circuit Trustees and local Church Treasurers.
- Keep Circuit insurance, Circuit Directory and Charity Commission site up to date.
- Support managing trustees with Methodist online consents site, property project administration and property issues (including for manses – eg gas servicing).
- Ensure Quinquennial reports are commissioned by local churches and help Trustees ensure that manses are properly prepared at the time of stationing.
- Inform payroll of staff changes.

- Be aware of the importance that Trustees are in compliance with statutory obligations in relation to property and finance, reporting any areas of concern to the Circuit Steward (finance) and Superintendent minister.
- Keep website updated (including Google diary)
- Ensure thorough documentation of financial and property affairs and report any issues or incidents where non-compliance may be suspected.
- Maintain positive relationships with the community, trustees and others you come into contact with through your work.
- Where appropriate, attend meetings and take minutes on request

## Person Specification

| Attributes             | Essential                                                                                                                                             | Desirable                                                                                                      | Method of Assessment |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------|
| Education & Training   | Educated to GCSE level (or equivalent) in English and Mathematics                                                                                     | Relevant qualification in administration, finance, business administration or a related field.                 | A,Q                  |
| Experience & Knowledge | Experience of managing financial administration, including processing payments, invoices, reconciliations and maintaining accurate financial records. | Experience of working within a charity, church, voluntary sector or faith-based organisation.                  | A,I                  |
|                        | Sound understanding of general administrative and financial processes.                                                                                | Experience of supporting property administration and maintenance processes.                                    | A,I                  |
|                        | Experience of providing high-quality administrative support within a busy office environment.                                                         |                                                                                                                | A,I                  |
|                        | Experience of organising meetings, preparing agendas and taking accurate minutes                                                                      | Experience of managing websites and digital communications.                                                    | A,I                  |
|                        | Knowledge of budget monitoring and financial record-keeping.                                                                                          | Experience of using accounting or finance software.                                                            | A,I                  |
|                        | Experience of maintaining confidential records and handling sensitive information appropriately.                                                      | Awareness of governance, compliance and statutory responsibilities relating to charities, property or finance. | A,I                  |
| Skills and Abilities   | Excellent organisational and time management skills, with the ability to prioritise workloads and meet deadlines.                                     | Ability to prepare and monitor budgets and financial reports.                                                  | A,I                  |
|                        | Strong administrative skills with a high level of accuracy and attention to detail.                                                                   |                                                                                                                | A,I                  |
|                        | Ability to maintain comprehensive records and documentation.                                                                                          |                                                                                                                | A,I                  |
|                        | Strong written and verbal communication skills.                                                                                                       |                                                                                                                | A,I                  |
|                        | Ability to build and maintain positive working relationships with a wide range of people.                                                             |                                                                                                                | A,I                  |

|                                |                                                                                                  |                                                                                       |     |
|--------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----|
|                                | Ability to work independently and use initiative                                                 |                                                                                       | A,I |
|                                | Competent in the use of Microsoft Office applications, including Word, Excel, Outlook and Teams. |                                                                                       | A,I |
|                                | Ability to maintain and update websites and online information systems.                          |                                                                                       | A,I |
| Special Qualities or Aptitudes | Willingness to work as part of a team, and able to work flexibly with colleagues.                |                                                                                       | A,I |
|                                | Commitment to the Methodist Church's Justice, Dignity and Solidarity/EDI strategy                |                                                                                       | A,I |
| Any Other Requirements         | In sympathy with the ethos of the Methodist Church.*                                             | Knowledge of or a willingness to learn about the Methodist Church and its structures. | I   |

*Method of Assessment* A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

\*Please note: Personal adherence to faith is not a requirement for this role, however we do require respect for the ethos and goals of the Methodist Church, and candidates will need to be comfortable with being present during acts of Christian worship, even though they will not be required to participate.

#### Safeguarding and Safer Recruitment

The Anchor Circuit is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Any job offer will be subject to the completion of safer recruitment processes including review of references and a DBS check.

#### Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be: £13.85 *per hour x 10 hours per week*.
- Normal working pattern: To be agreed on appointment, occasional evening and weekend work will be required
- All reasonable expenses will be reimbursed and a small allowance given for on-going 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.
- 28 days annual leave entitlement per year which includes bank holidays (pro-rata for part-time employees).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.
- Opportunities for study and for training

#### How to Apply

Applications should be submitted electronically in Word format by email to [centralmeth@gmail.com](mailto:centralmeth@gmail.com) before the closing date and time. CVs will not be accepted.

Closing date for applications: 16<sup>th</sup> November 2026 at midnight

Interviews to be held: 3<sup>rd</sup> December 2026

Start date: as soon as possible