

**East Lincolnshire Methodist Circuit**  
(Registered charity no. 1133014)

## Job Description

|                                 |                                                                                                                                                                                           |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title</b>                | Circuit Administrator                                                                                                                                                                     |
| <b>Location</b>                 | Based at the Circuit Office, Louth Methodist Church. Some flexible home working may be negotiated, but core office hours will be agreed.                                                  |
| <b>Overall purpose</b>          | The Circuit Administrator will work closely with the Circuit ministers and stewards to ensure the smooth running of the day-to-day operations of the East Lincolnshire Methodist Circuit. |
| <b>Responsible to</b>           | The Administrator will be employed by the managing trustees of East Lincolnshire Methodist Circuit and will be line managed by the Circuit Superintendent                                 |
| <b>Relationships (internal)</b> | Circuit Leadership Team, Ministers, Church Contacts, Circuit Property Officer, Circuit Finance Liaison Officer, Safeguarding Reps                                                         |
| <b>Relationships (external)</b> | District Administrator, Other Circuit Administrators                                                                                                                                      |

## Key Responsibilities

### General

- Acting as the first point of contact for Circuit matters via email, telephone, post and in person in the Circuit Office, offering a welcoming presence.
- Working with the Superintendent, Circuit Leadership Team and Local Churches on matters as they arise
- Handling sensitive information in a confidential manner in compliance with GDPR

### Administration

- Preparing agendas, collating and circulating reports and taking minutes at Circuit Leadership Team Meetings (held monthly) and at Circuit Meetings (4 times a year)
- Circuit diary management
- Assisting in the production and distribution of the quarterly preaching plan

### Financial management

- Payment of Circuit expenses and collection of income i.e. church assessments
- Checking and reconciling the Circuit bank accounts with the accounting records using an Excel-based payments and receipts schedule i.e. a “cash book”
- Liaising with the Circuit Finance Liaison Officer and Circuit Accountants to produce monthly accounts summaries and a yearly report.
- Drawing attention to significant deviations from the Budget
- Submitting the Accounts and Trustees’ Report to the Charity Commission

## **Communication**

- Responding to general enquiries via website, email, telephone or face-to-face, directing to the relevant person as appropriate
- Ensuring the website is updated
- Ensuring the timely distribution of information to and from the Circuit, District and Connexion to the relevant people as appropriate
- Producing the quarterly East Lincs Link magazine and any other publicity as required by circuit and churches.

## **Governance**

- Updating DBS, pastoral records and policy documents as required
- Maintaining the database of DBS checks and safeguarding training, and notifying church safeguarding reps of training opportunities
- Distributing safeguarding information to church reps
- Initiating/verifying DBS applications
- Ensuring the Circuit is GDPR compliant and assisting churches with their GDPR responsibilities
- Maintaining trustee records with the Charity Commission

## **Circuit Records**

- Producing and maintaining a Circuit Directory
- Obtaining and reporting Statistics for Mission (worship & Membership) figures annually
- Archiving and backing-up records appropriately
- Ensuring the Circuit is GDPR compliant and assisting churches in fulfilling their GDPR duties

## **Other responsibilities**

- Ensuring annual return of data to Churches Copyright Licensing has been completed for all churches in the Circuit and managing copyright licences.
- Ordering of stationery supplies and other resources for Circuit Use,
- Undertaking other tasks as and when necessary in discussion with the Circuit Leadership Team

## Terms and Conditions

|                             |                                                                                                                                                                                                                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms of appointment</b> | Permanent                                                                                                                                                                                                                                                                       |
| <b>Salary</b>               | £13.45 per hour                                                                                                                                                                                                                                                                 |
| <b>Hours</b>                | 20 hours per week based in the Circuit Office at Louth. Some flexible home working may be negotiated, but core office hours will be agreed. Attendance at occasional evening and weekend meetings required (usually 4 to 6 per year).                                           |
| <b>Expenses</b>             | Travel and office expenses necessarily incurred in the performance of duties will be reimbursed.                                                                                                                                                                                |
| <b>Pension</b>              | There is a contributory pension scheme to which eligible employees will be auto-enrolled (but may opt out). Employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.                                                |
| <b>Holiday</b>              | 28 days annual leave entitlement per year including public holidays (pro-rata for part time workers, so 112 hours for this post)                                                                                                                                                |
| <b>Training</b>             | You will be required to have knowledge of or complete training on data protection and safeguarding. You may be required to complete additional training at the organisation's discretion and will be paid at your normal rate of pay for any compulsory training you undertake. |
| <b>References</b>           | Appointment will be subject to satisfactory references.                                                                                                                                                                                                                         |
| <b>Probationary Period</b>  | Appointment will be subject to the satisfactory completion of a six-month probationary period.                                                                                                                                                                                  |