



Administrative Support Officer

Job description

The **Methodist Church**
LINCOLN CIRCUIT

Job title: Administrative Support Officer
Employing Body: Lincoln Circuit
Location: Based in the Circuit Office currently located at Burton Road Methodist Church, 157/159 Burton Road, Lincoln LN1 3LW and flexibly either from home or at other locations within the circuit when meetings are taking place.
Responsible to: Circuit Resources Co-ordinator

Purpose of the Role:

To provide administrative and secretarial support to the Resources Co-ordinator, the Superintendent Minister and the Circuit Leadership Team in order that the circuit runs smoothly.

All roles within the Circuit carry with them the responsibility to take the safeguarding of children and adults seriously whether or not they have direct contact with them and any concerns that arise within the role should be reported as per the Lincolnshire District Safeguarding Policy 2021.

Main Duties

Support to Superintendent Minister:

1. Assisting the Superintendent Minister in the management of their correspondence, diary and appointments.
2. Creating, printing and circulating quarterly preaching plans, including obtaining information from Ministers and Local Preachers on their preaching availability when required.
3. Maintaining and updating the Circuit Diary, including a record of all ministerial planned leave.

Circuit Meeting and Circuit Leadership Team:

4. Preparing and facilitating the work of the Circuit Meeting and other meetings as required, including preparing agendas, taking minutes, preparing and distributing reports, and other administrative work.
5. Creating and circulating agendas / minutes for the Circuit Leadership Team meetings.

Support to Resources Co-ordinator:

6. Supporting the Circuit Resources Co-ordinator in their responsibilities by giving administrative assistance with:
 - i. property management, including maintenance of records
 - ii. financial management, including basic bookkeeping, receipts and payments
 - iii. project management, including assistance with liaison and project administration.

Support for Circuit and Church Safeguarding Officers:

7. Assist with keeping and updating a database of those who have received a DBS check in the Circuit; and with verifying and processing DBS checks for the Circuit.

General Circuit Administration:

8. Administrative assistance for those carrying out Circuit responsibilities as required.
9. Circulating information and notices to the Circuit as required.
10. Acting as a point of contact for the Circuit.
11. Communications, including
 - i. website maintenance,
 - ii. producing, printing and distributing the Circuit Directory and other publications as required,
 - iii. assisting with the organisation and publicity of Circuit events when necessary.
12. Ordering and receiving delivery of Circuit supplies and resources as required in agreement with the Superintendent Minister and Circuit Steward (Finance).
13. Completion of statistical and other returns as required.
14. Transferring documents to Lincolnshire Archives as required and maintain a record of documents transferred.
15. Any other duties required by the manager.

Terms and Conditions

Generally, in accordance with the Methodist Lay Employee conditions, including the following:

- Terms of appointment: 20 hours per week;
- The salary will be payable at the Living Wage (currently £9.90 per hour). Salaries are adjusted in line with changes by the Living Wage Foundation.
- Normal working pattern: 20 hours per week (generally worked over four days but additional flexibility is required as some evening work is required).
- All reasonable expenses will be reimbursed.
- 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.
- At least one day each week will be free of any duties.
 - The annual leave entitlement will be the pro rata equivalent of the full-time equivalent entitlement of 33 days (working days and bank holidays) per year. Leave dates to be agreed with the Line Manager with reference to operational needs.
- Notice Period: one month.

Management

Reporting to Circuit Resources Co-ordinator (supervision of work programme and day to day line management accountability and supervision).