



Circuit Resources Co-ordinator

Job description

The **Methodist Church**
LINCOLN CIRCUIT

Job title:	Circuit Resources Co-ordinator
Employing Body:	Lincoln Circuit
Location:	Office based at Circuit hub currently located at Burton Road Methodist Church, 157/159 Burton Road, Lincoln LN1 3LW, and flexibly at home and engagement with the churches in the circuit, involving travel within the circuit and some evening work.
Responsible to:	The Circuit Leadership Team through the Circuit Stewards, one of whom will be designated as the line manager.
Responsible for:	Circuit Support Officer, Administrative Assistant

Purpose of the Role:

To co-ordinate and undertake some responsibilities for activities in the Lincoln Circuit and its local churches in respect of the oversight of finance & property and support for trustee governance.

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.

Role Objectives:

This is a new role to enable ministerial staff, local church leadership and congregations to focus on the priorities of Worship, Learning & Caring, Service and Evangelism. This will be achieved by reducing the burdens of governance, finance, and property on voluntary trustees through:

- Implementing systems of management that support contemporary Christian mission and provide good governance.
- Providing support and advice to the circuit leadership team in line with agreed targets.
- Providing support as required to individual churches within the Circuit.
- Providing effective co-ordination that recognises the varying responsibilities of different trustee bodies.

Main Duties:

1. Financial Management:

- 1.1. To work with the Circuit Steward (finance) on all aspects relating to the financial administration and management of the circuit. The main responsibilities are:
 - i. Set up and maintain a cash book for each circuit bank account, in a format agreed with the Circuit Steward (Finance).
 - ii. Ensure all church assessments are received quarterly and banked promptly, and alert the Circuit Steward (Finance) to non-receipt.
 - iii. Ensure all payments are made in accordance with guidelines and necessary approvals from named Circuit Stewards.
 - iv. Reconcile bank statements with cash books on a monthly basis, and monitor cash flow and alert the circuit steward (Finance) to any potential issues as the circuit has no bank overdraft facilities.
 - v. Produce a trial balance at intervals and at year end (31st August).

- vi. Maintain a record of expenses paid to each minister and copy the summary to them each tax year ending 5 April.
 - vii. Prepare tax forms P11D (benefits in kind) for each minister for every tax year.
- 1.2. To support local church trustees, as required, to manage their resources effectively especially where local capacity is limited, including:
- i. Have knowledge of grants and other funding sources available to support the work of the circuit and its churches
 - ii. Preparation of grant applications on behalf of the circuit and churches, as necessary.
- 1.3. Monitor financial and administration systems currently in place in the circuit and the local churches and recommend improvements where appropriate.
2. Property management:
- 2.1. Oversee the maintenance and management of buildings under the control of the Circuit, including:
- i. managing the relationship with letting agents.
 - ii. Filing and storing securely Property logbooks and Property Deeds in the Circuit Office.
 - iii. To maximise rental income from manses not currently required to house ministers, and other property not used primarily for mission.
 - iv. Manage purchase and disposals of manses and chapel buildings, including liaison with professional advisors and relevant Methodist bodies.
 - v. Manage closed churches and vacant manses including preparing an inventory of moveable items to arrange their transfer or disposal; closure of financial accounts; and preparation of buildings for sale.
 - vi. Assist the circuit leadership team and church officers to implement a ten-year property development plan for church premises across the circuit.
- 2.2 Support local churches as trustees for their property, including:
- i. Liaising with local churches;
 - ii. providing support relating to issues connected with property maintenance, including contractual arrangements for utilities and legally required checks;
 - iii. implementing, understanding and prioritising improvements required to make the church premises fit for missional needs.
3. Project management:
- 3.1. Support the circuit and churches in implementing projects, eg property, systems and procedures, and governance, where local church members lack expertise.
- 3.2. Support to be provided will depend on specific circumstances, these may include project management, liaising with professional advisors and fundraising.
- 3.3. Develop relationships with local council officials, elected representatives and other local community organisations across the circuit. Where relevant facilitate partnerships between the circuit/churches and other organisations.

4. General support:

- 4.1. With respect to safeguarding requirements:
 - i. Ensure that the Circuit Safeguarding Officer has sufficient support from the Circuit Office Team;
 - ii. Ensure that support is given to church safeguarding officers when requested through the Circuit Office Team.
- 4.2. Monitor reporting systems together with data collection and communications.
- 4.3. Monitor and update tools for external communications, in particular oversee the setting up of, and maintain, a new website and the implementation of a social media strategy.
- 4.4. Act as line manager for the Circuit Support Officer and Administrative Assistant:
 - i. co-ordinating their work in providing support for local churches and the Circuit Leadership Team members;
 - ii. prioritise work in association with the designated line manager to ensure that individual workloads are not excessive.
- 4.5. Any other duties required by the manager.

Terms and Conditions:

These will be in line with the Methodist Lay Employee conditions but include the following:

- Terms of appointment: 20 hours per week with funding secured for three years.
- The salary will be £15,600 per annum [37 hours pw full time equivalent annual rate of £28,860]. Salary is paid calendar monthly and reviewed annually.
- Normal working pattern: 20 hours per week (generally worked over three days but additional flexibility is needed as some evening work is required).
- There will be opportunities for study and training. This will include safeguarding training, as stipulated by the Methodist Church.
- 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.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to a six-month probationary period.
- Notice Period: 2 months.

Management:

Responsibility for management/support will be shared by:

- Line Manager designated by Circuit Leadership Team (supervision of work programme and day to day line management accountability and supervision);
- The appointed Management Support Group.