

## **Job Description- Circuit Manager**

The Sankey Valley Circuit of the Methodist Church seeks to employ someone to assist in the management of the ongoing work of the Circuit and provide administrative and managerial support work to its local churches.

Local Methodist churches are organised into groups known as “Circuits.” The Sankey Valley Circuit of the Methodist Church covers the towns of Warrington, St Helens, Widnes, Newton and Ashton in Makerfield and surrounding areas and comprises 16 local Methodist churches with 6 ordained members of staff, a small number of paid employees and almost 1000 church members.

The postholder will work to help the Circuit carry out its regular functions and support it and local churches in fulfilling their responsibilities (including statutory ones) as managing trustees.

The current post holder works from a fully equipped office in our church building in Penketh. The successful candidate however may choose to work from home if this was felt to be more appropriate.

<b>Job Title</b>	Sankey Valley Circuit Manager
<b>Line Manager</b>	The Circuit Superintendent.
<b>Supervisor</b>	A nominated Circuit steward.
<b>Purpose of the role</b>	To provide management and administrative support to ministers and circuit stewards in the day-to-day running of the Sankey Valley Circuit, to enable the release ministerial time for mission.
<b>Key Responsibilities</b>	
Managing Circuit properties	<p>This will include the day-to-day needs of manses and churches where the circuit is the trustee.</p> <ul style="list-style-type: none"><li>• Manage contracts for day-to-day maintenance needs of Manses, ensuring legal compliance.</li><li>• Manage day-to-day oversight of circuit-trustee churches, repairs, maintenance, governance and carry out regular property checks in person accompanied by a circuit official (on safeguarding grounds).</li><li>• Regular review of the condition of empty churches while they await sale.</li><li>• Main point of contact for those organisations using buildings where the Circuit is the trustee.</li></ul>
Co-ordination of Circuit and church governance	<ul style="list-style-type: none"><li>• Support local churches to fulfil their responsibilities as managing trustees, including the legal duty to carry out safety checks, risk assessments and to provide annual statistics and property returns. The role requires establishing a management system to ensure these are completed.</li></ul>

- Safeguarding audits, and the arranging or carrying out of the 5 yearly inspection of buildings, as required by the Methodist Church, are **not** included in this post.
  - Ensure all legal checks on manses and all churches in the circuit are completed in a timely way by those responsible. These include: H&S, GDPR, Charity Commission and Methodist Church reporting.
  - Establish and maintain a Circuit database to record these and other church-related requirements, including the gathering of annual statistical returns.
  - Ad hoc sourcing and management of appropriately registered and qualified contractors for building maintenance and management.
- Manage circuit media
- Establish and maintain the Circuit website with relevant information.
  - Keep the Circuit facebook and YouTube accounts up-to-date with relevant articles and information.
  - Manage circuit emails and distribute where necessary. Prepare letters and cards when required.
- Manage communication
- Manage communication between District and Circuit.
  - Manage and develop communication between Circuit and local churches, enabling the sharing of best practice and good news stories.
- Secretarial responsibilities
- Manage the circuit contact list, annually produce a Circuit Directory.
  - Offer admin support as minute taker and clerk if and when required for a range of meetings across the circuit and be involved in the circulation of material as necessary.
- Training  
General administration
- Organise and manage circuit training courses.
  - Co-ordinate the circuit preaching plan.
  - Produce and distribute, when needed, a range of printed and online resources for use by churches and circuit post holders to enable the Circuit to carry out its functions.
  - Manage centralised purchasing including stationery, when requested by the Circuit.
  - Provide administrative support for ministers if required.
- Additional responsibilities
- Other duties and responsibilities identified by the Superintendent Minister, within the capabilities of the Sankey Valley Circuit Manager, that will assist in the mission of the Circuit.
  - Undertake any training necessary for the position including Equality, Diversity and Inclusion, and Foundation Safeguarding.

- Participate in an annual appraisal to review progress, identify training needs and discuss personal development.

**Terms and conditions:**

Working Hours	30 hours per week, working flexibly across 4 or 5 days, this may include working from home. Some evening work may be necessary for meetings.
Remuneration	£25,000- £28,000 p.a. pro rata depending on experience
Holidays	Annually 25 days plus 8 days statutory holiday (pro-rata)
Pension	Postholder automatically enrolled (employer contribution 6%)
Probation Period	6 months.
Travel expenses to meetings	Mileage allowance for travel to meetings from home or circuit office, at 45p per mile.