

## **JOB DESCRIPTION**

<b>Job Title:</b>	Circuit Administrator
<b>Lay Employee in the</b>	Harrow and Hillingdon Circuit of the Methodist Church
<b>Location:</b>	Based at the Circuit Office currently located at the Lighthouse Centre, South Ruislip HA4 0NL.
<b>Responsible to:</b>	The Circuit Administrator will be employed by the Harrow & Hillingdon Circuit and under the supervision of the Circuit General Manager.
<b>Purpose and Objectives:</b>	To work as part of the Circuit Office Team supporting ministers, officers and churches of the Harrow & Hillingdon Circuit of the Methodist Church.

### **Main Responsibilities**

#### **Admin**

- Secretary of the Circuit Meeting (meeting of the managing trustees).
- Safeguarding administration and communication, with respect to training renewals, DBS check notifications and up to date policies etc.
- Deputises for the Circuit General Manager in matters relating to admin.
- Ownership of Circuit projects as assigned by the Circuit General Manager.
- Liaise with church officers, circuit officers, ministers, the London District, the Methodist Connexion and outside organisations as required.
- Responsible for general administration tasks.

#### **Training & Support**

- Responsible for supporting and delivering circuit-wide training for lay employees and volunteers.
- Supporting churches, admin lay workers and volunteers as required and agreed with your line manager.

#### **Lighthouse**

- Main point of contact for Lighthouse Lettings.
- Responsibility for rental rate annual reviews.
- Responsibility for letting scheduling and invoicing.
- Main liaison with Lighthouse caretaker and cleaner for letting and maintenance issues.

## **Property**

- Assists the Circuit Property Manager with admin and development of processes.
- Responsibility for the implementation of agreed processes for improvement and maintenance.

## **Other**

- Circuit website administrator (shared with the other members of the Admin team).
- Any other duties, identified by the line-manager as are within your capabilities and level of responsibility, to support the ministers, officers and churches of the Harrow & Hillingdon Circuit.

## **Terms and conditions**

- Terms of appointment: Permanent
- Salary within the range of £15 - £17 per hour (depending on experience) – reviewed at the end of the probationary period and then annually following the performance review each summer.
- Normal working pattern: 20 hours per week, part of which would be from the circuit office and part of the time spent supporting churches, delivering training and attending meetings. The pattern of working is flexible and will be agreed with the successful candidate , but the job requires core hours to be worked from the circuit office during opening times (see more detail below).
- Office hours are 9am to 2pm Monday to Wednesday (15 hours). Some of the core 15 hours must be worked in the office but flexibility is required to allow the role to be carried out e.g. meeting with lettings, supporting churches, minutes secretary and training. Occasional evening and weekends for meetings/training/events.
- Based at the Circuit Office with occasional working at the individual churches to provide training and support.
- All reasonable expenses will be reimbursed.
- Annual leave will be calculated based on the equivalent of 28 days (including Bank Holidays) for fulltime employment.
- Appointment will be subject to satisfactory references and DBS check.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.

**Modified:** November 2024