

Job Description and Person Specification

JOB TITLE	Senior Administrator		
TEAM	Conference Office		
REPORTS TO	Executive Officer: Ministerial Oversight	TEAM	Methodist Church House, London - Hybrid
CONTRACT TYPE	Permanent	GRADE	LG3

JOB PURPOSE AND OBJECTIVES

To assist in facilitating the efficient operation of the principal decision-making and oversight bodies of the Methodist Church.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	No direct reports but this role will work collaboratively with other admin staff in the Conference Office.
Resources	N/A

ROLE ACCOUNTABILITIES (Between 6 and 10)

1. Manage the processes for stationing, including the Stationing Matching Group, the Initial Stationing Sub-Committee, the Stationing Action Group.
2. In conjunction with colleagues, prepare the draft of the stations to be presented to the Conference. This includes ensuring that the records are correct on the database, that all ministers are accounted for, and that the reporting is managed in such a way that it can be typeset for the Conference.
3. Provide executive support to the Authorisations Committee, including the preparation of the Committee's report to the Conference.
4. Provide administrative support, alongside the Executive Officer: Ministerial Oversight, to the Ministerial Coordinator for the Oversight of Ordained Ministries.
5. Acting in the absence of senior colleagues and within agreed parameters progressing work on own initiative, making decisions about operational or process issues necessary to ensure that all deadlines are met.
6. Supervising the arrangement and servicing of meetings and Conference Office events.

7. Supporting senior staff; which may include diary/travel arrangements, devising agendas, taking minutes, and circulating papers, using initiative to devise key action plans and acting on them.
8. Prepare documents, periodic reports, financial and other presentations as required, meeting personal deadlines and agreeing and holding others contributing to this work, to synchronised deadlines.
9. Ensure compliance with data protection legislation and associated regulations within their team.
10. Work collaboratively with support staff in the Conference Office by supporting other parts of the team as they face peaks in their own areas of work.
11. Any other reasonable duties as requested by the Senior Governance Executive Officer, the Ministerial Coordinator for the Oversight of Ordained Ministries, and the Connexional Secretary.

Person Specification

GRADE LEVEL 3

	Essential	Desirable	Assessment Method
Education and Training			
GCSE in English and Maths or equivalent	X		A,Q
Graduate or higher education qualification in a related subject		X	A, Q
Proven Abilities, Knowledge and Skills			
Proven ability of providing administrative support to a senior executive, or within a support team.	X		A,I
Understanding of the demands often placed upon senior executives		X	A,I,W
Proven ability of successfully organising and managing a wide ranging workload	X		A,I,W
Proven ability of managing, encouraging and developing others in a 'team'	X		A,I
Proven ability of mastering a wide range of subject matter and understanding links between them	X		I
Proven ability of working well under pressure	X		I,W
Proven ability of working appropriately with highly confidential information	X		A,I,W
Proven ability / willingness to follow instructions	X		I,W
A diplomatic and clear telephone manner	X		I

Ability and willingness to engage with a wide range of visitors face to face or on the telephone	X		A,I
Demonstrates good interpersonal skills and relationship management	X		I
Able to prioritise a range of options in a demanding environment where all options cannot be undertaken	X		I,W
Proficient Keyboard / PC skills in Excel and Word	X		A,W
Knowledge of other Microsoft products		X	A,W
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		I
Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		I
Able to fully embrace and advocate the ethos of the Methodist Church as expressed through 'Our Calling' & 'Priorities for the Methodist Church'	X		A,I
Good knowledge of the British Methodist Connexion		X	A,I
Ability and desire to interact positively and diplomatically with a wide range of people in the Methodist Church and Connexional Team and the public in general, and to meet their needs.	X		I
Professional and positive approach, with a commitment to professional development and self-improvement	X		I
Willingness to undertake additional training when necessary	X		I
Willingness occasionally to work irregular hours, including overnight and weekends. Prepared to travel to meetings outside London.	X		A

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (e.g., certificates or transcripts)

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Terms and Conditions for a Lay Employee

Health and Safety:	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
Physical Conditions:	<p>For office-based roles, a hybrid working pattern may be possible, typically 3 days in the office (open plan office) and 2 days working remotely, in accordance with the team and organisation's needs.</p> <p>Hybrid working will be supported wherever possible and is dependent on the postholder having a safe, secure, and effective remote working environment. Where this cannot be accommodated, the role will be office-based.</p>
Remuneration:	£35,500-£38,000 depending on experience
Working Hours:	<p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch.</p> <p>A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
Holiday Entitlement:	<ul style="list-style-type: none">• 25 days per year (Years 1 – 4)• 28 days per year (Years 5 – 9)• 30 days per year (Years 10+) <p>Plus, Bank Holidays and three additional days over the Christmas and New Year period.</p>
Sick Pay:	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
Pension:	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
Probationary Period:	The post holder will be subject to a six-month probationary period.
Season Ticket Loan:	Available following successful completion of the probationary period.