

The Methodist Church in Wales

Job Title: Circuit Communications and Administrative Officer

Employing Body: Gwent Hills and Vales Methodist Circuit

Responsible to: Superintendent Minister and/or his/her nominee

Purpose of the Job: To ensure effective communication within circuit, with the wider community in accordance with policy, and with other areas of the Methodist Church, to include use of social media, and administrative support.

Main Duties

1. Producing, communicating, recording and storing information, news, reports, and agendas, from and to the Superintendent, Circuit Leadership Team (CLT), circuit trustees and church officers.
This will include:-
 - Arranging for the publication and distribution of the Circuit Plan.
 - Preparing, and arranging for the distribution of, Circuit Leadership Team and Circuit Meeting agendas/papers/minutes/reports.
 - Involvement in compilation and distribution of a regular Circuit Diary of Events, and newsletter.
 - Developing processes for, and maintaining circuit compliance with, the General Data Protection Regulation (GDPR) in line with Methodist Church guidance (From May 2018).
 - Maintaining and updating Circuit data. Liaising in the production of, and arranging the distribution of the Circuit Directory.
 - Overseeing the Annual Returns. Making sure the statistics, property information, and financial returns are submitted, giving assistance to churches where necessary.
 - Developing and maintaining systems to hold Circuit records, including retention and archiving procedures.
 - Overseeing the ordering and maintenance of stationery and circuit equipment as necessary.
 - Dealing with and responding to correspondence as appropriate.
 - Booking circuit events as required.
 - Providing clerical support to and meeting with the superintendent as required.
2. Communicating with the wider community, the press and other areas of the Methodist Church including using social media, and websites.

Terms and conditions

1. Salary will be **£8.75** per hour
2. 12 hours per week, to be worked flexibly, with some evening work required.
3. Main office and photocopier is currently located in Llanyrafon, Cwmbran, but the officer could be located on other suitable Methodist Church premises, subject to approval, within the area covered by the Gwent Hills and Vales Methodist Circuit.
4. 28 days annual leave entitlement including Bank Holidays (pro-rata for part time workers).
5. Appointment is subject to the completion of a satisfactory 3 months probationary period.
6. A contributory pension scheme is available.
7. A lap-top will be available for the duration of the appointment.
8. Travel expenses will be paid from the approved place of work to meetings at Methodist Church Standard Mileage Rate, currently 45ppm for the first 10,000 miles annually and 25ppm thereafter.

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Person Specification

Post: Circuit Administrator in Gwent Hills and Vales Circuit

Attributes	Essential	Desirable	Method of Assessment
1. Education & Training	Good level of general education.		A, I
2. Relevant Experience	Experience of Microsoft Office, particularly Outlook, Word, Excel, Access, Power Point, Publisher, and ability to use email, the internet, social media, Skype or equivalent.		A, I
3. Knowledge and Skills	Confident with use of social media, particularly Wordpress, Facebook and Twitter. Good oral and written communication skills. Good level of numeracy.		A, I
	Good organisational skills and an ability to understand and work with interdependencies.		A, I
	Good interpersonal skills including good telephone manner.		I
4. Qualities or Aptitudes	Ability to think ahead and work to meet deadlines.		A, I
	Able to work as part of a team and independently.		I
	Ability to work closely with Christian ministers and church members. Ability to deal with queries from the community and outside agencies.	Sympathy with the purposes and ethos of the Methodist Church.	I
	Flexible in approach to work.		A, I
	Able to work with total confidentiality.		I
5. Any other requirements	Able to attend evening meetings (approximately 10 per annum). Access to transport.	Understanding of the structures and practices of the Methodist Church.	I