

## JOB DESCRIPTION

<b>Job Title</b>	<b>Circuit Support Manager</b>		
<b>Reports to</b>	Superintendent Minister	<b>Location</b>	Helsby Methodist Church/ Working from home
	North Cheshire Circuit	<b>Salary</b>	£16.45 to £16.95 per hour (dependent on professional qualification) for 30 hours per week (i.e. £25,662 to £26,442 per annum)

### Job Purpose and Objectives

Standing Order 500 of the Methodist Church states that *“The Circuit is the primary unit in which Local Churches express and experience their interconnexion in the Body of Christ, for the purposes of mission, mutual encouragement and help”*.

To fulfil this Standing Order the role will provide professional management and oversight to the Circuit in the areas of operations, administration, property management, finance, people and compliance (including Safeguarding, GDPR etc) to ensure the smooth running of the day-to-day business of the Circuit

The aim is to reduce the management and administrative burden on Ministers/volunteers to release their time for mission and ministry and to support a transition to modernise current ways of working.

<b>Responsible to:</b>	The Lay Employee will be employed by the Managing Trustees of North Cheshire Circuit and will be line managed by: the Superintendent minister of the North Cheshire Methodist Circuit.
<b>Responsible for:</b>	N/a

### Main Responsibilities

#### Operations

1. Manage the Circuit office and develop procedures/IT systems to modernise ways of working and ensure effective administration.
2. Attend all relevant meetings to provide professional advice inputting potential operational implications , including developing collaborative/joint working throughout the Circuit.
3. Develop a strategy to communicate within and outside the Circuit using website/social media etc to promote events and projects within North Cheshire.

#### Administration

4. Undertake administrative and clerical duties to support the day-to-day operation of the Circuit Office and a range of specialist areas to ensure compliance with Methodist Church and legislative requirements.
5. Act as first point of contact for Churches and the general public, signposting onto senior staff when

necessary and assist staff/volunteers with clerical or administrative queries.

6. Support the preparation and distribution of the Circuit Preaching Plan and lead the preparation and processing of returns, statistics, property schedules, including maintenance of databases etc.
7. Act as Committee Secretary for all relevant Circuit meetings distributing agenda, minutes, reports and taking all relevant follow up action to ensure effective Governance within the Circuit.
8. Review all policies, legal obligations and procedures, update as necessary and publicise changes within the Circuit to ensure adherence to Statutory regulations and Methodist Church policy. Undertake special projects, as required.

#### Property

9. Support the Circuit Property Lead in all matters relating to Church property including strategic oversight of the Quinquennial process.
10. Develop and implement a list of agreed contractors and suppliers to ensure ethical suitability and compliance.
11. Oversee and guide property stewards in relation to their duties (eg annual property surveys, tenancy and contractual support, grant applications for projects, etc) to ensure identified work is carried out with appropriate authorisation, on time and in budget.

#### Finance

12. Support the Circuit Treasurer and local Church Treasurers in all matters relating to finance, budgets, expenditure and financial reports.

#### People

13. Deliver Human Resources (HR) support to the Circuit including maintenance of HR systems and general HR advice to ensure adherence to Methodist Church policy.

#### Compliance

14. Oversee and provide guidance and support (seeking external expertise if necessary) to the Circuit regarding Safeguarding, Health and Safety, GDPR, HR, DBS etc to ensure all governance arrangements are fully met.

## **Terms and Conditions**

- Terms of appointment: Permanent
- The salary/rate of pay will be: £16.45 to £16.95 (dependent on professional qualification) for 30 hrs per week (i.e.£25,662 to £26,442 per annum)

This is based on the real living wage plus a maximum of 7 pay points for:

#### **SECTION A:** Qualifications (job related qualifications)

Essential requirement: degree level or equivalent work experience – 2 points

(Desirable requirement: professional qualification – 1 point if held by post holder)

#### **SECTION B:** Proven Ability

Can demonstrate how proven ability through past experience shows understanding of the work to be undertaken – 1 point

Can demonstrate how proven ability through past experience shows understanding of the work to be undertaken – 1 point

Can demonstrate how proven ability through past experiences will contribute to strategic thinking – 1 point

#### **SECTION C:** Responsibilities

Complexity – 1 point

**Total – 6/7 points**

- Normal working pattern: 30 hours per week (occasional evening work to attend meetings)
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- 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.
- 28 days annual leave entitlement per year (pro-rata for part-time employees). For your employment this is 168 hours per year. With other leave enhancements as specified by your line manager.
- At least 2 days free of work commitments each week.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.