

## **JOB DESCRIPTION**

<b>Job Title:</b>	Circuit Administrator & PA to Superintendent
<b>Lay Employer in the</b>	Wey Valley Circuit (36/6)
<b>Location:</b>	Circuit Office, Merrow Methodist Church Bushey Hill Drive, Merrow, GU21 2SH Monday to Friday 9am to 1pm. These hours can be flexible where agreed in advance.
<b>Responsible to:</b>	The Lay Employee will be employed by the Wey Valley Methodist Circuit and will be accountable to the Superintendent Minister.
<b>Purpose and Objectives.</b>	To administer the business and communication of the Circuit in an efficient and effective way, and to be an effective Personal Assistant to the Superintendent Minister.
<b>Main Responsibilities:</b>	

### **Administration of the Circuit Business.**

- Support and coordinate the production of the quarterly preaching plan process, liaising with all concerned, and deliver the completed plan on time.
- Collate and maintain data and prepare an annual Circuit Directory for publication.
- Develop good working relationships with all Circuit ministers (presbyter and deacons), the Circuit Leadership Team, Circuit churches and their officers.
- Manage the co-ordination of annual leave and staff absences for all Circuit officers and ministers.
- Provide administrative support for lay employment in the Circuit, to include annual appraisals coordination, pension and payroll administration.
- Provide administrative support for online and other training where necessary across the Circuit.
- As Circuit Data Champion manage oversight and compliance of all GDPR requirements and copyright issues for the Circuit.
- Maintain robust and confidential filing systems, including personnel files, in line with circuit needs and be mindful of archiving requirements through liaising with the circuit archivists.
- Manage the purchase of office equipment, furniture and basic supplies as required.
- Other tasks as mutually agreed.

### **Personal Assistant to the Superintendent Minister**

- Provide personal assistant support to the Superintendent Minister including coordination of diaries.

- Prepare basic reports and briefing notes as required with guidance from the Superintendent or a nominated person working on their behalf.
- Maintain the Circuit calendar.
- Liaise with all circuit staff and arrange all regular meetings including Supervision and Ministerial Development Reviews, on behalf of the Superintendent, managing room bookings and other resources as appropriate.
- Other tasks as mutually agreed.

### **Circuit Communication**

- Manage and update the Circuit website ensuring all information is fresh and relevant and that the diary is up to date.
- Manage telephone and email enquiries appropriately including advice to members of churches, ministers, Circuit leadership team and members of the public.
- Produce the quarterly Circuit magazine (The Wey Forward)
- Act as a point of contact for District and Connexional information ensuring effective distribution of that information throughout the Circuit.

### **Management**

The Lay Employee will have a line manager whose responsibilities will include:

- Becoming familiar with the work of the Lay Employee.
- Determining priorities for the work.
- Ensuring good communications between the "stakeholders" (groups and networks) involved.
- Monitoring and evaluating progress with the Lay Employee on a regular basis (at least once per quarter with a formal Appraisal occurring annually).
- Acting as a "sounding board" to the Lay Employee.

Revised 6.12.22