

Job Description: **Circuit Administrator, West Oxfordshire Methodist Circuit**
Responsible to: **Superintendent of the West Oxfordshire Methodist Circuit**

Purposes and Objectives:

The purpose of this role is to provide administrative support to the Circuit Superintendent, Ministers, lay staff and Circuit Stewards and to act as a central hub for communication within the Circuit. The Circuit Administrator will enable the Circuit Leadership Team (Ministers, lay staff and stewards) to carry out their responsibilities efficiently and effectively and help to nurture a spirit of community and mutual encouragement in the Circuit.

Main Responsibilities

Personal Assistant to the Superintendent:

- Deal with correspondence as necessary.
- Prepare agendas, take and circulate minutes / notes for meetings of Trustees, Staff, Leadership Team and other Circuit working groups as required.
- Co-ordinate attendance of Circuit Stewards at Church Councils / General Church Meetings.

Communication, Record-Keeping, Data and office management:

- Deal with enquiries sympathetically and efficiently; refer enquirers to those best able to assist.
- Develop and maintain the Circuit website and social media presence
- Support the production of the quarterly Circuit preaching plan:
 - Gather and maintain preacher availability and enter data on the Chrestos system.
 - Download Excel spreadsheet, format data and transfer onto Word template for publication
 - Collate information for and arrange production of the Circuit Plan
 - Distribute final plan document in electronic and print formats.
- Co-ordinate production of the Circuit's Annual Report.
- Receive and distribute by the most effective means, including via web site, information from the Circuit Leadership team, Circuit churches, the District, Connexion and other sources.
- Annually order and distribute Methodist Prayer Handbooks and Membership Cards.
- Maintain email and postal distribution lists and databases.
- Prepare and maintain the Directory of Circuit Trustees and Church Office Holders (currently via Chrestos).
- Assist the Circuit Safeguarding Officer to maintain Safeguarding compliance records.
- Monitor Annual Returns submitted by churches to the Connexion and support churches in entering data through 'methodist online'.
- Support Churches in GDPR compliance.
- Administration relating to Circuit property.

- Maintain physical and online filing systems
- Preparation of records for archiving
- Provide administrative support for Circuit events, which may include some evening and Saturday duties.
- Any other duties and responsibilities identified by the superintendent minister as being within the capabilities and level of responsibility of the Circuit Administrator, in order to meet the needs of the Circuit.

Management

- You will have a line manager whose responsibilities will be to:
- Become familiar with your work as Administrator.
- Determine priorities for your work.
- Prepare a personal development plan with you.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate your progress on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" for you.