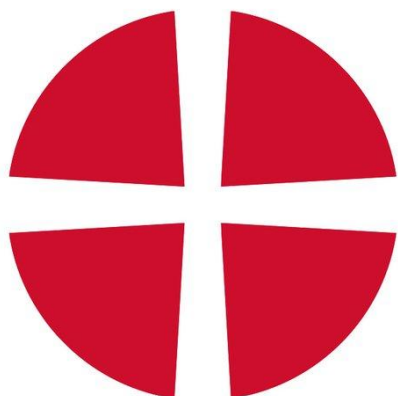




Job Information Pack

Circuit Administrator

Rotherham and Dearne Valley Methodist Circuit

Important dates:

Closing date:	Monday 5th October, Midday
Interview date:	Mid-October

JOB DESCRIPTION

The Rotherham and Dearne Valley Methodist Circuit seeks to employ a self-motivated, methodical, and highly organised Circuit Administrator to provide administrative support, maintain accurate records, and assist the Superintendent Minister.

Job title:	Circuit Administrator.
Location:	Broom Methodist Church, S60 3NR.
Employing body:	Rotherham and Dearne Valley Methodist Circuit.
Responsible to:	The Superintendent Minister, the Revd Dr Andrew Fox.

PURPOSE AND OBJECTIVES:

To provide a professional and reliable day-to-day administrative support service across the Rotherham and Dearne Valley Methodist Circuit, supporting the Superintendent Minister, Revd Dr Andrew Fox.

The successful applicant will become a trusted member of the Circuit staff team and act as a vital link across our churches, helping the Circuit run smoothly and efficiently.

DUTIES AND RESPONSIBILITIES:

General Administration

- Liaise with local churches regarding publicity and articles (e.g., for Rotherham Advertiser and Rother Life magazine).
- Respond directly to and/or forward enquiries received via telephone, email, website, or in person to the relevant person.
- File/store correspondence and administrative documentation securely.
- Monitor, check, and order office supplies as needed.
- Check and update church officer roles and Circuit information via the online portal.
- Maintain and update Circuit Directory information quarterly.

Communication

- Maintain and update the Circuit Facebook page and website regularly.
- Circulate relevant information received from the Connexion.
- Submit appropriate news items for the weekly Methodist District newsletter.
- Enable and manage the appropriate use of WhatsApp for Circuit business.

Safeguarding

- Support the ongoing work of the Circuit safeguarding group.
- Ensure Disclosure and Barring Service (DBS) checks remain up to date.
- Arrange safeguarding reviews as required.

- Maintain training records for the Circuit.
- Share relevant safeguarding information with/from the Regional Safeguarding Officer.

Worship and Preaching Plan

- Obtain and collate availability from Local Preachers.
- Issue reminders regarding availability deadlines as needed.
- Prepare and email a draft quarterly preaching plan to preachers.
- Attend preaching plan preparation meetings with Ministers.
- Confirm specific dates and commitments directly with preachers.
- Prepare the final plan document alongside the Circuit Newsletter and diary dates.
- Draft the covering letter and block letter for the following quarter.
- Print and distribute the plan document alongside relevant documentation.
- Update and maintain the distribution list as changes occur.

Finance

- Liaise with the Circuit Treasurer regarding administrative information required for meeting agendas.
- Issue expenses forms to local preachers.

Data Protection and Governance

- Act as the designated Circuit GDPR Officer.
- Support churches across the Circuit in maintaining appropriate data records.
- Assist churches in completing and submitting annual data audit information.

Annual Returns and Membership Records

- Submit the annual online Statistics for Mission via the online portal.
- Maintain up to date Circuit trustee records and submit the annual Charity Commission return.
- Maintain accurate records of church members across the Circuit.

OTHER REQUIREMENTS:

- Be an active and engaged member of the Circuit staff team.
- Engage positively with line management.
- Commit to work flexibly, to include some evening working.
- As asked by your line manager:
 - Prepare and deliver reports and attend meetings.
 - Undertake all other reasonable duties.

SUMMARY OF TERMS AND CONDITIONS:

Contract type: Part-time, permanent.

Working hours: 12 hours per week to be worked flexibly.

A working pattern can be discussed at interview. We are open to conversation around existing commitments and will consider requests for core working hours, or similar.

Occasional evening working to attend Circuit Meeting will be required. (four standard meetings per year).

Rate of pay: £13.45 per hour in line with the [Living Wage Foundation](#).

Annual leave: 67.2 hours per year, inclusive of public holidays.

Probation: Appointments are conditional on the satisfactory completion of a 3-month period of probationary service, with the potential to extend to 5-months.

Training: Appointments are conditional on the satisfactory completion of:

Methodist Church [Foundation Module](#) Safeguarding Training
Methodist Church [Unconscious Bias](#) Training
Methodist Church [Equality, Diversity and Inclusion](#) Training

Anticipated start: ASAP.

Applicants will need to demonstrate a respect for and an understanding of the ethos and values of the Methodist Church of Great Britain

NEXT STEPS:

All applications must be made using a Methodist Church application form, which can be accessed [here](#). General enquiries and informal conversations about the role are actively encouraged. Please direct these by email to Rev Dr Andrew Fox at revdocfox@gmail.com.

Anticipated timeline:

Closing date:	Monday 5th October, Midday
Interview date:	Mid-October

- We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
- Interviews will be held at Broom Methodist Church.
- A flexible start date is available for this post and will be discussed at interview.

PERSON SPECIFICATION

Job title: Circuit Administrator.
Location: Broom Methodist Church, S60 3NR.
Employing body: Rotherham and Dearne Valley Methodist Circuit.
Responsible to: The Superintendent Minister, the Revd Dr Andrew Fox.

	E	D	A
Education and Training			
Good understanding and use of spoken and written English.	Y		A,I,Q
Knowledge and Skills			
Previous experience in an administrative or office support role.	Y		A,I
Strong IT, spreadsheet, and database skills; proficient in Microsoft Office.	Y		A,I
Experience in updating and managing social media platforms and websites.	Y		A,I
Experience in collecting, collating, and reporting statistical data.	Y		A,I
Knowledge and understanding of safeguarding practices in the workplace.	Y		A,I
Good understanding of how to handle and retain data and information.	Y		A,I
Qualities or Aptitudes			
Clear communication style, able to adapt to different church cultures.	Y		A,I
Able to work under pressure and meet deadlines whilst demonstrating excellent organisation skills, reliability, integrity, and discretion.	Y		A,I
Able to react and adapt positively to changing priorities and circumstances	Y		A,I
Able to establish and develop positive and trusted relationships with a diverse range of stakeholders.	Y		A,I
Able to communicate well in person, by letter, email, and telephone.	Y		A,I
Able to identify opportunities to improve and streamline processes.	Y		A,I
Awareness and understanding of confidentiality issues with a commitment to maintain appropriate confidences.	Y		A,I
Any Other Requirements			
Commitment to embed and promote good practice with GDPR, data protection, and safeguarding in line with Methodist Policy.	Y		A,I
Supportive of the ethos and charisms of the Methodist Church.	Y		A,I
Active participant in relevant communities of practice.	Y		A,I
Awareness of and a sensitivity to issues of equality, diversity and inclusion.	Y		A,I
Committed to work irregular hours, to include occasional evening meetings.	Y		A,I
A satisfactory enhanced disclosure from an enhanced DBS check.	Y		DBS

Assessment: A: Application form; I: Interview; Q: Proof of Qualification; D: DBS Disclosure

IMPORTANT INFORMATION

Recruitment Support and Adjustments:

We are committed to being an inclusive employer. If you have any questions about our hiring process, please email hr@sheffieldmethodist.org using the subject line "Recruitment Support" so that we can get back to you as quickly as possible. If you require any reasonable adjustments or accommodations due to a disability, neurodivergence, or health condition, please let us know how we can best support you during the application or interview stage.

Experience, Knowledge, and Skills:

The person specification lists the requirements for this post. To ensure a fair process, our shortlisting panel will only consider information written directly on your application form against these criteria. Please note that CVs will not be used to make shortlisting decisions.

Right to Work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom, as required by the Immigration, Asylum and Nationality Act 2006. If an employment offer is made, you will be asked to provide official evidence of your entitlement before starting.

References:

All job offers are conditional upon receiving satisfactory references. One referee must be your current or most recent employer, and the second from a previous, relevant work experience. Both referees must be able to comment on your suitability for this specific role.

Criminal Convictions:

Anyone who applies to work with us will be asked to disclose details of any unspent convictions during the recruitment process. Having a criminal record does not automatically bar you from working with us; it depends entirely on the nature of the job and the conviction.

Equality, Diversity, and Inclusion:

Our aim is to have a workforce that reflects the diverse talent and abilities within our communities. In line with the Equality Act 2010, recruitment decisions are made solely on the basis of ability and merit, except where an explicit Occupational Requirement applies.

Data Protection:

The information you provide will be held in the strictest confidence and processed in line with our [Privacy Policy](#). By submitting an application, your data will be managed securely in accordance with these guidelines.