



Job Information Pack

Administrator/PA to the Superintendency

Sheffield Methodist Circuit

Closing date: **29th August 2025 (Midday)**

Interview date: **5th September 2025**

Job title: Circuit Administrator/PA to the Superintendency
Employed by: Sheffield Methodist Circuit (Charity Number 1134151)
Location: Based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary.

Reports to: Accountable to the managing trustees of the Sheffield Methodist Circuit through an appointed Line Manager.

Key relationships:
(Internal)

- The Circuit Superintendency
- Circuit Leadership Team
- The Chairs of established Circuit groups*
- Circuit staff and officers

Key relationships:
(External)

- District Administrator (and other district staff as appropriate)
- Local, ecumenical and other faith partners.
- Regional [learning network](#) representative.

Purpose of role:

1. To provide an excellent level of administrative support to the Sheffield Methodist Circuit and as appropriate and necessary to Circuit Ministers, Stewards, Officers and Lay Staff.
2. To provide a professional level of PA support to the Circuit Superintendency.

Main responsibilities:

1. To provide an excellent level of administrative support to the Sheffield Methodist Circuit and as appropriate and necessary to Circuit Ministers, Stewards, Officers and Lay Staff.
 - Be the recognised point of contact for general enquiries within the Sheffield Circuit.
 - Be a proficient user of the [CHRESTOS](#) system.
 - Act as minute taker at various meetings, as requested by the Circuit Superintendency.
 - Develop and maintain the Circuit website and social media platforms.
 - Maintain general Circuit records and databases.
 - Collect data for the required statistical returns and schedules working collaboratively with the Circuit Superintendency before submission.
 - Work collaboratively with Circuit Superintendency to produce the Circuit preaching plan.
 - Schedule meetings, organise events and maintain a Circuit diary, liaising with the Circuit Superintendency and all other involved parties as necessary.
 - Produce relevant media, publicity and communication materials as required.
 - Undertake general administrative duties.
2. To provide a professional level of PA support to the Circuit Superintendency.
 - Provide a highly efficient, confidential and trusted level of PA support to the Circuit Superintendency, developing mutually effective ways of working together.

Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- Maintain a good understanding of the culture and values of the Circuit.
- As requested by your Line Manager, undertake all other reasonable duties.

Summary of terms and conditions:

Contract type:	Full-time, permanent contract.
Working hours:	37 hours per week (1 FTE).
Work pattern:	A flexible working pattern, to include occasional evening work. <i>Hours are to be worked over 5 days per week, responding to need.</i>
Rate of pay:	£33, 343 (£17.33 per hour).
Location:	The role will be based at an agreed/suitable Church premises with the requirement to travel circuit wide as necessary. There will be an opportunity for some homeworking by prior arrangement and in agreement with your Line Manager.
Annual leave:	Leave for a full-time employee is 244.2 hours inclusive of public holidays. Leave for a part time employee is pro rata to this.
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
DBS disclosure:	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Training:	We are an employer who will support you to develop and improve your professional practice. During employment with us we will consider relevant requests for your continuing professional development. At the request of your Line Manager there will on occasion be the need to attend training relevant to the role and to the evolving requirements of the Sheffield Methodist Circuit and the wider Methodist Church. Such training might be internal or external and, where possible, it will be undertaken in contracted hours or if this is not practical it will be recorded as time off in lieu (TOIL). Initially, and within the first 3 months of employment, the following training courses must be undertaken and/or any necessary refresher training completed: - Methodist Church Foundation Module Safeguarding Training. - Methodist Church Advanced Module Safeguarding Training. - Methodist Church Unconscious Bias Training.

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E = Essential, D = Desirable, M = Method of Assessment	E	D	M
Training and Qualifications			
Good understanding and use of written and spoken English.	Yes		A, I
Recognised qualification in business administration or similar.		Yes	A, I, Q
Knowledge, Skills and Experience			
Previous experience in an administrative or office role.	Yes		A, I
Strong IT, spreadsheet and database skills, proficient in the use of Microsoft Packages.	Yes		A, I
Experienced in taking meeting notes well (digitally or by hand), providing a timely summary and accurate record to relevant parties.	Yes		A, I
Good understanding of how to appropriately handle and retain data and information of a confidential and personal nature.	Yes		A, I
An understanding of website management.		Yes	A, I
Good knowledge of social media platforms and how they might be used to develop and enhance how we communicate across the Circuit.	Yes		A, I
Qualities and Aptitudes			
Excellent interpersonal skills with a professional 'can do' attitude.	Yes		A, I
Able to react and adapt positively to changing priorities in order to meet the current and future needs of our Circuit.	Yes		A, I
An active listener, friendly and sensitive, able to work with compassion.	Yes		A, I
Able to develop and maintain appropriate boundaries, demonstrating integrity and a commitment to and understanding of confidentiality.	Yes		A, I
Able to work with competing priorities with excellent organisation skills.	Yes		A, I
Able to work well independently for periods of time or, when needed, as part of a small established team.	Yes		A, I
Able to establish and develop positive and trusted relationships with a diverse range of stakeholders, both internal and external to the Church.	Yes		A, I
Able to identify opportunities to improve and streamline processes.	Yes		A, I
Any Other Requirements			
Supportive of the ethos and charisms of the Methodist Church.	Yes		A, I
Aware and sensitive to issues of equality, diversity and inclusion.	Yes		A, I
Committed to embed and promote good practice with safeguarding, GDPR and Data Protection, in line with Methodist policy.	Yes		A, I
A flexible approach to working in response to the evolving needs of the Circuit and the wider Methodist Church.	Yes		A, I
An active participant in relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

A: Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E,** Exercise

Next steps:

Application forms are available from hr@sheffieldmethodist.org. Once completed, please return to the same email address.

We may on receipt of an application from you make contact to hold an initial conversation by Zoom. This conversation, between you and the Sheffield Methodist District HR Officer, will offer an opportunity for you to ask questions about the vacancy, on an informal basis.

Anticipated timeline:

A start date as soon as possible is available to the right candidate and will be discussed at interview stage.

1. Closing date:	29 th 2025 (Midday)
2. Interview date (in-person):	5 th September 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Methodist premises in the Sheffield Circuit.

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

Entitlement 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. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.