About the job:

We seek to appoint an Office Administrator via a permanent full-time contract.

About our circuit:

The Derbyshire North-East Circuit is one of seven circuits that form the Sheffield Methodist District. It comprises 14 churches serving communities in and around the historic towns of Chesterfield and Bolsover, close to the spectacular Peak District National Park and within easy reach of the city of Sheffield.

Click [here](http://www.dnemethodists.org.uk/) to learn more about our Circuit.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working with at least two days free of responsibility each week

Faith:

Whilst a specific faith is not an essential requirement for this role the successful applicant should be comfortable working alongside, in partnership with and representing a faith community and be committed to the aims of the Methodist Church.

Next steps:

Informal enquiries may be addressed to the Circuit Office Manager by email in the first instance: [circuitoffice@dnemethodists.org.uk](mailto:circuitoffice@dnemethodists.org.uk). *Applications sent to this email address will not be accepted.*

To download an application form and job information pack visit our website at [www.dnemethodists.org.uk](http://www.dnemethodists.org.uk/)

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

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| --- | --- |
| 1. Closing date: | 28th of March 2025 |
| 2. Interview date: | Week commencing 7th of April 2025 |

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of suitable applications be received.
2. Interviews will be held in-person at Central Methodist Church, Saltergate, Chesterfield, S40 1UH

# JOB DESCRIPTION

**Job Title:** Office Administrator

**Department:** Circuit Office (Administration)

**Employed by:** The Derbyshire North East Methodist Circuit

**Location:** Central Methodist Church, Chesterfield

**Responsible to:** Circuit Office Manager.

**Requirements:**

Experience:

* Experience of office administration and data management.
* Experience of working with volunteers, ideally within a charitable organisation, is advantageous.

Competencies:

* A confident communicator who can effectively and independently organise, manage, and present data to provide administrative support within the Circuit Office. Experience working with social media and website management would be advantageous.

Core requirement of the role:

* We are excited to recruit for this new post of Office Administrator. The successful candidate will support the Office Manager in overseeing the administration of the Circuit Office. Supporting 14 local churches and the Circuit trustees in matters of website, social media, and data management, this key role will provide essential office administration. Prior knowledge and experience of Methodist procedures and structures would be of benefit to the role.

**Key Responsibilities:**

* Managing correspondence, including phone calls, emails, and letters
* Support the scheduling and coordination of events and meetings
* Create, maintain, and develop social media, website, and newsletter communications.
* Maintain and update records and databases for personnel, financial and legal information
* Keep records in accordance with the Circuit’s document retention schedule and data protection

law, ensuring information security and confidentiality at all times.

* Support local churches with GDPR compliance.
* Contribute towards the planning, development, and organisation of the support systems, procedures, and policies.
* In conjunction with the Office Manager, ensure accurate information is submitted annually to the Charity Commission.

Other requirements:

* Develop and maintain a good understanding of the culture and values of the Circuit.
* Any other reasonable duties that support the existing and developing mission of the Circuit.

Summary of terms and conditions:

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| --- | --- |
| Contract type | Full time, permanent |
| Working hours | 37 hours per week. Flexible working times are available. |
| Rate of pay | £13.00 per hour, rising to £14.00 per hour upon successful completion of probationary period |
| Location | Central Methodist Church, Saltergate, Chesterfield, S40 1UH |
| Required working | A flexible working pattern is a requirement for this role, to include elements of  evening and weekend working. |
| Annual leave | Annual leave entitlement for a full-time employee is 244.2 hours, based on a full- time working week of 37-hours. |
| 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 | Appointment will be conditional on the satisfactory completion of a 6-month  probationary period. We reserve the right to extend this up to 12-months |
| DBS disclosure | Appointment will be conditional subject to a satisfactory enhanced disclosure  from the Disclosure & Barring Service (DBS) |
| Right to work | Appointment will be conditional on demonstrating the right to live and work  within the United Kingdom |
| Training | There will on occasion be the need for training to be completed, relevant to the role and the requirements of the Circuit and wider Methodist Church. All training  will be undertaken during contracted hours or recorded as time off in lieu (TOIL) |

# PERSON SPECIFICATION

Job Title: Office Administrator

Department: Circuit Office (Administration)

Employed by: The Derbyshire North East Methodist Circuit

Location: Central Methodist Church, Saltergate, Chesterfield, S40 1UH

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| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Education and Training | | | |
| Educated to GCSE level, or equivalent. | Yes |  | A, I, P |
| Knowledge, Skills, and Experience | | | |
| Experience in office administration including implementing and following relevant and appropriate working processes. | Yes |  | A, I |
| Understanding and familiarity with the processes and requirements  of The Charity Commission. |  | Yes | A, I |
| Demonstrate an awareness of Safeguarding principles, either in a work or voluntary capacity, and a willingness to engage in regular training. | Yes |  | A, I |
| Experience of working with volunteers, ideally within a charitable organisation |  | Yes | A, I |
| Understanding of compliance issues for Health & Safety and GDPR,  including maintaining fit for purpose procedures. | Yes |  | A, I |
| Confident user of social media with a good understanding of how  different platforms work and how people engage with them. | Yes |  | A, I |
| Qualities and Aptitudes | | | |
| Able to relate effectively to a wide range of people *internal to the*  *circuit* establishing and maintaining trusted working relationships. | Yes |  | A, I |
| Able to communicate, liaise and negotiate effectively and professionally across a wide and diverse range of *external to circuit*  stakeholders in-person and through technology. | Yes |  | A, I |
| Able to work under pressure and meet deadlines, often with competing priorities, demonstrating reliability, integrity, and a  commitment to confidentiality. | Yes |  | A, I |
| Able to develop and maintain appropriate boundaries in all  professional and personal relationships. | Yes |  | A, I |
| Able to organise and manage workloads efficiently, working equally  effectively within a team or alone with minimum supervision. | Yes |  | A, I |
| Good interpersonal skills, with a welcoming and friendly demeanour,  and a sensitive and approachable style. | Yes |  | A, I |
| Able to adapt positively to changing priorities and circumstances. | Yes |  | A, I |
| Any Other Requirements | | | |
| A Christian faith. |  | Yes | I |
| A commitment to seeing the church flourish in fulfilling its mission  with appreciation of how this role can directly help and support this. | Yes |  | I |
| Demonstrate awareness of and a sensitivity to issues of Equality,  Diversity, and Inclusion in all aspects of a person’s life. | Yes |  | I |
| A willingness to understand, learn and engage with the structures,  ethos, and values of the Methodist Church. | Yes |  | I |
| A commitment to continue professional and personal development  and to undergo relevant training where appropriate and necessary. | Yes |  | I |

Evidence: A: Application form I: Interview P: Proof of Qualification

# IMPORTANT NOTES

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 this recruitment process. If you have any questions about the way that we are working, please do not hesitate to contact us by clicking [here.](mailto:hr@sheffieldmethodist.org)

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 the receipt of satisfactory references and 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 work experience. It is important that both referees are able to comment on your suitability for the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for 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 will be used to administer your employment with us. By making an application, we assume 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 clearly stated that an “Occupational Requirement” is in place with a vacancy, recruitment will be made on the basis of an applicant’s ability and merit as measured against the job criteria.

Other policies:

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times. They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI and a range of Personnel and Financial Processes.