

# Cumbria Methodist Circuit Personal Assistant to the Superintendent Minister



## JOB DESCRIPTION

**Job Title:** Personal Assistant to the Superintendent of the Cumbria Methodist Circuit.

Lay Employee in the Cumbria Methodist Circuit.

**Location:** Hybrid – homeworking and in the Circuit Office at Penrith Methodist Church, Wordsworth Street, Penrith, CA11 7QY

**Responsible to:** The Lay Employee will be employed by the Cumbria Methodist Circuit Trustees and will be under the supervision of the Superintendent Minister.

**Line Manager** The Superintendent Minister of the Cumbria Methodist Circuit/Cumbria Mission Area Lead

### **Purpose and Objectives:**

To work closely with the Circuit Team, both lay and ordained, to provide administration and logistical support to the Superintendent of the Cumbria Methodist Circuit.

### **Main Responsibilities**

- Main support to the Superintendent Minister.
- Administrative support including:
  - Answering and responding to telephone calls.
  - Developing and maintaining efficient and effective office administrative systems, including data management, filing and maintaining adequate office supplies.
  - Preparing and circulating papers and agendas for meetings, and taking minutes as appropriate.
  - Keeping a record of expenses incurred by the Superintendent and submitting expenses claims to the Circuit Treasurer on a quarterly basis.
- Correspondence and communication, including:
  - Dealing with email and postal correspondence
  - Liaising across the Circuit and churches, District officers and Connexional officers
  - Reporting in a timely manner as required to the Connexion, using the Methodist On-line Systems.
  - Preparing briefings for key meetings and activity as require.
  - Managing confidential information and upholding data protection and confidentiality procedures.
- Diary Management
  - Scheduling meetings and arranging the Superintendent's diary.
- Logistics and travel
  - Making arrangements for meetings and visits.
  - Making travel and accommodation bookings as required.

- Any other tasks to meet the needs of the Circuit as deemed appropriate and within the postholder's skillset and competence.

### **Main Terms and Conditions**

- Remuneration will be £15 per hour, equating to £14,040 pro rata per annum.
- Normal working hours: 18 hours per week.  
Core times to be agreed, but with some flexibility.
- Optional contributory pension scheme.
- All reasonable expenses, agreed with the line manager, will be reimbursed.
- 6 weeks or 225 hours statutory leave entitlement per year (including public holidays), pro rata for part time workers (i.e. 108 hours per year).
- Appointment will be subject to satisfactory references including from your present employer, a satisfactory Disclosure and Barring Service check, and a satisfactory six month probationary period.