

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.