

Superintendent Minister: Rev David Newlove
Penrith Methodist Church, Wordsworth Street, Penrith. CA11 7QY

JOB DESCRIPTION TEMPLATE

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Job Title	Operations Manager – Maternity Cover		
Reports to	<i>Superintendent Minister</i>	Location	<i>Home/Circuit Office in Penrith</i>
Circuit	<i>Cumbria Methodist Circuit</i>	Salary	<i>£36,000 per annum / £18.46 per hour</i>

Job Purpose and Objectives

To play a leading role in the administrative operations of the Cumbria Methodist Circuit, managing administrative staff and systems to ensure the efficient delivery of support across the Circuit.

To support the effective governance, lay employment, compliance and operational management across the Circuit, working closely with the Superintendent Minister, Circuit Stewards, Circuit Leadership Team and Circuit Lay Employment Group.

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Cumbria Methodist Circuit Meeting and will be line managed by the Superintendent Minister.
Responsible for:	Circuit Administrators

Main Responsibilities

- Support the Superintendent Minister, Circuit Leadership Team, and Circuit Stewards in the effective governance of the Circuit.
- Attend meetings of the Circuit Leadership Team and produce/circulate the meeting minutes.
- Support the preparation of reports, agendas and papers for the Circuit Meeting and circulate to Meeting members in the absence of a Circuit Meeting Secretary.
- Develop, implement and update policies, procedures and systems to enhance overall efficiency and effectiveness.

- Act as line manager and designated contact for administrative staff and implement the necessary processes to include probationary reviews, appraisal systems and contract reviews.
- Be an active member of the Circuit Lay Employment Group and liaise as necessary with the Superintendent, Circuit Stewards and District Lay Employment Group. On occasion liaise with contracted external HR professionals on any HR related policies and procedures when required.
- Have overall responsibility for Lay Employment functions across the Circuit, to include staff recruitment, contract production, record keeping, and maintaining personnel records.
- Act as a point of contact for routine employment matters, seeking in-house/specialist advice where appropriate.
- Oversee the day-to-day operation of the Circuit Office, ensuring effective administrative systems, processes and support services are in place.
- Liaise with other teams within the Circuit, to include Finance, Property, Safeguarding and Health & Safety to ensure that administration requirements are being met.
- Provide cover, where appropriate, in the absence of other administrative personnel, i.e. annual leave.
- Order stationery and office equipment for the Circuit Offices when required.
- Liaise with the Treasurer & TCC with regards to payroll matters, banking and other finance where necessary.
- Attend appropriate networking events and represent the Circuit at regional and national events where required.
- Work in a manner consistent with the values, mission and ethos of the Methodist Church.
- Undertake other duties and responsibilities identified by the line manager and that are within the capability and levels of the post holder.
- Undertake relevant and appropriate training related to the post.

Terms and Conditions

- Terms of appointment: Fixed Term - Maternity Cover, length of term tbc maximum of 12 months
- The salary/rate of pay will be: £36,000 per annum / £18.46 per hour
- Normal working pattern: 37.5 hours per week Monday – Friday, with occasional weekend working
- All reasonable expenses will be reimbursed as per the Cumbria Circuit Expenses Policy.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 30 days/225 hours annual leave entitlement per year, including bank holidays.

- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.