



Job Information Pack

Administrator, Peak Methodist Church

Closing date: 8th November 2024

About the job:

The Peak Methodist Church seeks to appoint an Administrator on a part-time permanent contract to provide an efficient level of administrative support to the Peak Methodist Church office with PA support as necessary to the Superintendent Minister.

About the Peak Methodist Church:

The Peak Methodist Church is a newly formed multi-site church which has brought together nine congregations and also works closely with a Methodist/URC Local Ecumenical Partnership. This is a new merge of churches who are working closely together particularly in terms of governance and finance whilst local mission and ministry is led by the local congregation leadership. (One church on nine sites).

Working arrangement:

A flexible working pattern is required, to include occasional elements of evening and weekend working with *at least* two days free of work responsibilities each week.

Faith:

A specific faith is not an essential requirement for this role, but 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:

We encourage enquiries and welcome informal conversations about this new role. In the first instance please direct these, and requests for application forms, to Rev Julie Letts, Superintendent Minister, [here](#).

Please note that applications sent to this email address will not be accepted.

Please return completed application forms to hr@sheffieldmethodist.org

Anticipated timeline:

1. Closing date:	8 th November 2024
2. Interview date:	18 th November 2024
3. Anticipated start:	6 th January 2025

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at The Hub at Hope, 6 Edale Rd, Hope, S33 6ZF.

Job Title: Administrator
Lay Employee in: Peak Methodist Church
Employed by: Peak Methodist Church
Location: The Peak Methodist Church office, The Hub at Hope, 6 Edale Rd, Hope, S33 6ZF.

Responsible to: The Administrator will be employed and accountable to the Managing Trustees of the Peak Methodist Church Council through their Line Manager and the HR Resource Team.

Purpose of the role: To provide an efficient level of administrative support to the Peak Methodist Church office with PA support as necessary to the Superintendent Minister.

Key Relationships: Peak Methodist Minister
Line Manager
Managing Trustees of the Peak Methodist Church
Resource Teams – Property, Finance, Administration, Communications, HR.
Local Congregation Leadership Teams.
Peak Wesley Way Pilgrimage Manager
Pioneer Minister, The Hub at Hope
Children and Families Worker, Bamford and Fountain Square

Main duties:

- Assisting the Peak Methodist Church Minister with secretarial support and administrative duties to include diary management, the ordering of resources, preparing meeting agendas and arranging meetings for the Managing Trustees of the Peak Methodist Church.
- Support the Minister in preparing, producing and distributing the quarterly circuit plan.
- Create and manage an up-to-date database of Peak Methodist Church membership and community roll across the multisite congregations, considering GDPR and Methodist Guidelines.
- Corresponding to emails and enquiries.
- As necessary to act as minute taker at various meetings including the Managing Trustees Meeting (PMC Council) which is bi-monthly and often held in the evening.
- Peveril Centre Lettings:
 - a) Taking bookings and maintaining the lettings diary.
 - b) Marketing the Peveril Centre.
 - c) Liaising with the Pilgrimage Manager and Castleton Local Congregation Team.
- To develop the lettings and bookings system to be able to incorporate other sites.
- To assist in the processing of various returns required by the Methodist Church (i.e., statistics for mission, property schedules, etc.)
- Order and maintain adequate supplies as required by the churches.
- General office work, including photocopying, printing, storage etc.
- Maintain and update the website and keep social media platform up to date.

Other Duties:

- To cover Peak Wesley Way administration when required.
- Any other duties within the capabilities and level of responsibility of the post holder which enhance and develop the needs of the Peak Methodist Church.

Summary of terms and conditions:

Contract type:	Part time, permanent.
Working hours:	20 hours per week.
Working pattern:	Flexible working, to include some evening and occasional weekend working.
Rate of pay:	£15 per hour (£15600 actual salary £28860 full time equivalent).
Location:	Due to business need most hours are required to be worked from the Peak Methodist Church office but there remains flexibility for some work to be carried out at home, with prior Line Manager agreement.
Annual leave:	Leave for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is calculated to be 132 hours, inclusive of public holidays
Pension:	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions. The successful applicant will be auto enrolled into the Peak Methodist Church pension scheme.
Probation:	Appointments and offers of employment are conditional on the satisfactory completion of a six-month probationary period. We reserve the right to extend this up to a maximum of twelve months.
DBS disclosure:	Appointments and offers of employment are conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	<p>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 continuing professional development (CPD).</p> <p>At the request of your Line Manager there may on occasion be a need to attend further training relevant to the role and the requirements of the District and wider Methodist Church. This will be undertaken in contracted hours or recorded as time off in lieu (TOIL).</p>

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Education and Training			
Educated to GCSE Level or equivalent in Maths and English.	Yes		A, I, Q
Proven Ability			
Proven employed experience in an administrative or office role.	Yes		A, I
Computer Literate. Able to use the internet, email, Microsoft packages and databases.	Yes		A, I
Effective and measured communicator, both verbally and in writing.	Yes		A, I
Experience of website updating.	Yes		A, I
Experience of proactive diary management.	Yes		A, I
Experience in handling and retaining confidential and personal information correctly, whilst maintaining appropriate confidences.	Yes		A, I
Able to prioritise and plan own workload but equally comfortable to work collaboratively with others as part of a team.	Yes		A, I
Able to adapt and embrace changing priorities.	Yes		A, I
Able to relate to a wide spectrum of people, establishing trusting relationships.	Yes		A, I
Experience of minute and note taking for Trustee meetings.		Yes	A, I
Special Knowledge and Skills			
Experience in the use of different social media platforms, in particular Facebook, and website administration.	Yes		A, I
Any Other Requirements			
An understanding of the structure and the workings of the Methodist Church.		Yes	A, I
Good interpersonal skills, with a welcoming and friendly demeanour and an approachable and sensitive style.	Yes		A, I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		A, I
A commitment to embrace the culture and values, and to act at all times in the best interests of the Methodist Church.	Yes		I
Able to work flexibly including, from time to time, an irregular work pattern, and evening meetings.	Yes		A, I
Satisfactory enhanced disclosure from the Disclosure & Barring Service. (DBS).	Yes		DBS

Evidence: **A:** Application form **I:** Interview **Q:** Proof of Qualification

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 the way that we recruit, do not hesitate to contact us by clicking [here](#).

Entitlement to work in the UK:

Any job offer and subsequent appointment 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 your most recent employer, the second from a previous and relevant work experience. 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 during the recruitment process. Having a criminal record does not necessarily bar you from working for us however 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 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 criteria for the job.

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. You commit to work within and promote these at all times should a conditional offer of employment be made. They include but are not exhaustive to Health & Safety, Data Protection, GDPR, Governance, Safeguarding, Performance, EDI and a range of personnel and financial policies.