

## JOB DESCRIPTION

<b>Job Title</b>	District Administrator (part time)		
<b>Reports to</b>	Senior District Administrator	<b>Location</b>	Office based with some hybrid working
<b>District</b>	Northampton	<b>Salary</b>	£12,480 - £13,000 (DOE)
<b>Hours</b>	20 hours per week (FTE 35)		

### Job Purpose and Objectives

The District Administrator is the first port of call in the District office and acts as an essential point of contact for all 19 Circuits and their Churches within the District.

The District Administrator will work collaboratively with the Senior District Administrator and proactivity and good organisational skills.

The role will provide administration support in a number of areas to support the Senior District Administrator, with emails, setting up meetings, maintaining records and databases.

Discretion in handling confidential information is essential and good people skills with team working is key.

### Main Responsibilities

- Responsible for incoming emails, telephone calls and meeting and greeting visitors.
- Accurate and effective use of information management systems including general office filing, electronic file management, scanning, archiving, databases, other electronic records, spreadsheets and hard copy paper records, regularly updating as required.
- Write and distribute email, correspondence memos, letters, and forms.
- Assist with maintaining and updating the District Directory and databases.
- Assist with the administration for representative and presbyteral synod.
- Managing and ordering office supplies and research new deals and suppliers
- Maintaining office equipment, i.e. photocopiers and printers for smooth office functionality
- Communicate meetings and agendas to attendees. Take minutes when required and arrange lunches and refreshments.
- Assist with the management of the District Zoom accounts.
- Any other duties and responsibilities identified by the Chair and the Senior District Administrator as are within the capabilities and level of responsibility of the role in order to meet the needs of the District.

<b>Responsible to:</b>	
<b>Responsible to:</b>	Senior District Administrator

<b>Terms and Conditions</b>	
<p>Terms of appointment: Permanent</p> <p>The salary/rate of pay will be: £ £12,480 - £13,000 (DOE)</p> <p>Normal working pattern: 20 working hours per week worked flexibly from Monday to Friday.</p> <p>All reasonable expenses will be reimbursed and a small allowance given for on-going training.</p> <p>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.</p> <p>33 days annual leave entitlement per year including Bank Holidays (pro-rata for part-time employees).</p> <p>Appointment may be subject to a satisfactory Disclosure &amp; Barring Service (DBS) disclosure.</p> <p>Appointment will be subject to satisfactory references.</p> <p>Appointment will be subject to the satisfactory completion of a three-month probationary period.</p>	

<b>Management</b>	
<p>The Lay Employee will have a Line Manager whose responsibilities will be to:</p> <p>Become familiar with the work of the Lay Employee.</p> <p>Determine priorities for the work.</p> <p>Ensure good communications between all the 'stakeholders' (groups and networks) involved.</p> <p>Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and annually thereafter).</p> <p>Act as a "sounding board" to the Lay Employee.</p>	

**PERSON SPECIFICATION**

**District Office Administrator**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	GCSE (or equivalent) including English and maths	Educated to A level or an equivalent qualification in a relevant field	Q/A
	Proven competency in Microsoft office suite.	Intermediate or advanced level	Q/A/I
<b>Proven Ability</b>	Experience of providing high level administrative support and prioritising workloads		A/I
	Manage and prioritise emails		A/I
	Ability to work independently and as part of a team.		A/I
	Meticulous attention to detail and accuracy in all tasks		A/I
<b>Knowledge &amp; Skills</b>		Knowledge of GDPR principles and practice	A/I
		Experience of work with Zoom/Teams type systems	
	Understanding the importance of confidentiality and data security		A/I
<b>Special Qualities or Aptitudes</b>	Excellent communication skills – both verbal and written with a warm approach to others		A/I
	A willingness to respond spontaneously as situations arise		
		An understanding of Methodist procedures, Circuit and Connexional structures and personnel	A/I
<b>Any Other Requirements</b>	Sympathetic to the Christian faith		A, I

A – Application form; I – Interview; E – Exercise; Q – proof of qualification (certificates or transcripts)