

## JOB DESCRIPTION

<b>Job Title</b>	<b>Lambeth Circuit Governance and Administration Manager Full Time 35 hours</b>		
<b>Reports to</b>	<b>Superintendent Minister</b>	<b>Location</b>	<b>Circuit Office Clapham Methodist Church Nelson's Row London SW4 7JR</b>
<b>Circuit</b>	<b>Lambeth Methodist Circuit 35/06</b>	<b>Salary</b>	<b>£28,000 - £35,000</b>

### Job Purpose and Objectives

The Governance and Administration Manager will work closely with the Superintendent Minister, Circuit Ministers, Circuit and Church Lay Officers to ensure that the Circuit and Individual Churches fulfil their governance obligations within Methodist Policy and Charity Law e.g. GDPR, Safeguarding, Property and Finance Management. S/He will ensure good administration of the circuit business and responsibilities.

### Responsible to:

The Lay Employee will be employed by the Managing Trustees of the Lambeth Methodist Circuit and will be line managed by the Superintendent Minister.

### Main Responsibilities

Support the Superintendent, Ministers and Lay Officers in their administrative duties including making annual returns to the Methodist Connexion.

Gain knowledge of Methodist Policy and Practice and Charity Law to assist the circuit in all its business.

Develop new ways of working using information and communication technology to increase the efficiency and effectiveness of the circuit.

Be proactive and flexible in responding to the developing needs of the circuit and knowledgeable about Methodist Policy and Charity Law.

Oversee the development and maintenance of Church Desk (the circuit's IT programme that keeps the diary, records membership and stores information) and the Circuit Website.

Complete DBS checks for the circuit

Take overall responsibility for Circuit Safeguarding and GDPR administration including arranging training as needed

Maintain training records including those for Safeguarding, Local Preaching, Worship Leaders, Equality, Diversity and Inclusion and any other statutory training as determined by the Methodist church

Maintain and update the circuit property records including those pertaining to manses, churches and rental properties. Deal with Circuit insurance of manses and other property. Be the point of contact for the circuit property stewards

Oversee minor property matters in the manses liaising with the clergy and Property Stewards.

Attend Team and Circuit Leadership Meetings taking minutes and expediting agreed actions

Produce the circuit preaching plan and the quarterly magazine.

Adhere to the ethos and values of the Methodist Church, particularly those relating to Safeguarding, Diversity and Inclusion, Code of Conduct, Confidentiality and Health and Safety Policies.

Any other duties and responsibilities identified by the Superintendent as are within your capabilities and level of responsibility, in order to meet the needs of the circuit.

## Terms and Conditions

- Terms of appointment: Permanent
- The salary/rate of pay will be in the range of £28,000 - £35,000 per annum  
Starting point dependent on experience
- Normal working pattern: working in the office at least four days a week, hours to be agreed with the Superintendent minister
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- 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.
- 20 days annual leave entitlement per year plus 8 days public 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 a [six](#) month probationary period.