



## JOB DESCRIPTION

**Job Title:** Administrator

**Responsible to:** The Employee will be employed by the South West Cumbria United Area and will be under the supervision of the Lead Minister.

### Role Purpose:

The successful applicant will provide administrative support to the South West Cumbria United Area; particularly assisting the Lead Minister and other staff in the day to day running of the United Area. As this is a new role there may be changes to the exact duties and hours as the role develops.

### Main Duties and Responsibilities:

- Requesting and compiling availabilities to formulate the Quarterly Preaching Plan.
- Printing and photocopying Plans and Newsletters and arranging distribution.
- Taking minutes for regular (currently monthly) Trustee meetings and United Area meetings (three per annum). Emailing out completed minutes within a week of the meeting.
- Assisting with drafting agendas for meetings.
- Overseeing purchase of supplies, as necessary.
- Ensuring returns required from Churches are received in a timely fashion – Annual Statistics, Accounts, Policy Reviews, Membership Figures, Attendance etc.
- Collating information received from Churches and providing summaries to assist in decision making, budgeting etc.
- Receiving and circulating correspondence to Area Churches/individuals.
- Banking incoming cash and cheques as needed (maybe once a quarter).
- Carry out other such duties as are agreed to be commensurate with the nature of the post.

The role will require a good working knowledge of Microsoft Word, Outlook and Excel (any required software will be provided if needed) together with an organised mind. A knowledge of the use of Facebook and YouTube would be beneficial, but training will be available.

Most of the work will be carried out at home although attendance at meetings will be necessary at times. Most of the meetings are held either in one of the Churches or at the home of a Trustee. There is also a possibility that some of the meetings will continue to be held on Zoom. These meetings are held in the evening so evening work will be necessary. The photocopier is at Trinity Church Centre.

Confidentiality will need to be respected.

## Terms and conditions

Terms of appointment:	Initial 2-year period with review of continuation of role after 18 months
Remuneration:	The salary will be £9.50 per hour. Also, monthly home office allowance will be paid – this is in recognition that the postholder will be expected to use their own phone & IT equipment.
Hours of work	<p>The post is the equivalent of a minimum of 6 hours a week with flexibility of hours over a quarterly period (78 hours per 3 months).</p> <p>There is the possibility of the number of hours increasing after the first three months depending on role development. This will be discussed at the end of the probation period.</p> <p>In this light, the postholder will be expected to keep a log of their activities and how the time has been used.</p>
Expenses	All reasonable expenses will be reimbursed. These will need to be agreed with the line manager first.
Holiday entitlement	28 days statutory annual leave entitlement per year (pro-rata for part-time workers).
Criminal record clearance	Appointment will be subject to a satisfactory criminal record clearance.
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of a three-month probationary period.

It is a genuine occupational requirement of this post for the post-holder to be in sympathy with the aims and purposes of the Methodist and United Reformed Churches, in accordance with Schedule 9 to the Equality Act, 2010.

Applications are invited by sending CV and covering email to [swcua@outlook.com](mailto:swcua@outlook.com) by 30<sup>th</sup> July 2021. Interviews to be held w/c 9<sup>th</sup> August 2021.