



Jersey Methodist Circuit
Circuit Office
Georgetown Methodist Church
Georgetown Road
St Saviour
JE2 7PH

Job description

Title: Administrator (part-time) for the Jersey Methodist Circuit and Georgetown Methodist Church

Reports to:

Office location: Georgetown Methodist Church, St Saviour

Duties

To provide an efficient office based administrative service to support –
The Jersey Methodist Circuit and
Georgetown Methodist Church.

The role includes a wide range of duties undertaken on a daily, weekly, monthly, quarterly or annual basis.

The post holder will –

1. Support the administrative work of the Superintendent who has local Church and District roles.
2. Providing a warm welcome to visitors and trades to Georgetown Church.
3. Compile and distribute rotas and notice sheets.
4. Circulate agendas and minutes for meetings.
5. Assist the Superintendent with making the quarterly preaching Plan.
6. Circulate information to Circuit Churches as required via mailing lists and handbooks.
7. Keep the Georgetown Church diary.
8. Maintain and update the Circuit and Church websites and social media.
9. Oversee on-line statistical and other returns in a timely manner.
10. Respond to e-mails, correspondence and phone calls.
11. Support and advise those using the Church at Georgetown, both regular and one-off users, including responding appropriately to those in need who come to the Church door.
12. Liaise with the church cleaner.

The post holder may also be required to attend occasional training sessions locally or in UK.

Person specification.

- Good communication skills - face to face, telephone and via email and online technology.
- Competent IT skills - especially spreadsheets, publishing, websites, social media etc.
- Experience of using general office machinery.
- Friendly, inclusive, and welcoming person who can work on own initiative but also seek advice when required.
- Willing to learn, adapt and get a sense of the culture of the Church and specifically the Methodist Church and Circuit, to further develop the role to its full potential.
- Be a Church member or attender, or at least have some understanding of working in a Church/Christian environment.
- Need to complete a DBS Check.
- Entitled/Licensed – 5 years residency in Jersey required

Terms and conditions

Working 17½ hours per week (5 mornings per week and 3½ hours per day) – some flexibility may be possible by negotiation.

Salary is based on £15.75 per hour, paid by equal monthly sums.

Annual leave entitlement is 4 weeks.

Applications must be made to ‘The Circuit Office, Georgetown Methodist Church, Georgetown Road, St Saviour JE2 7PH’ in hard copy please, no later than Wednesday 18 April 2018.

Further information about the Jersey Methodist Circuit is available on the Circuit website jerseymethodist.org.uk

Information about the Methodist Church in the UK is available on the website <http://www.methodist.org.uk/>