



**The Methodist Church
In Ireland**

**Post: Part Time (15 hours per week)
Administrative Assistant to District Superintendent**

Location: Two Posts Available

Post 1: Belfast

Post 2: Londonderry

Contract: Permanent

Start Date: 2 September 2019

**Salary: (18,870 - £20,541 pro rata based on 35 hour week or £9.78 - £10.65
per hour)**

Please use application form to apply. Application by CV will not be accepted.

Job Description

OVERVIEW

The Methodist Church in Ireland is undergoing changes to its organisational structures so that resources may be released locally for mission. As part of these changes our current eight districts will be joined into three new districts each with a full-time separated District Superintendent whose role will be to support and enable local churches to fulfil their vision for mission.

We are seeking to recruit two part-time administrative assistants to support our District Superintendents in the North Eastern District and the North Western District.

The role of the administrative assistant is to provide high quality administrative support. You will work on a one-to-one basis on a variety of tasks relating to the working life and communication of the District Superintendent and their District. The post holder should be an experienced, self-motivated individual who can work independently and develop the new administrative systems and procedures required for this new role. The post holder will remain conscious of the need to work with respect to the Christian ethos of the Methodist Church in Ireland.

Hours of work: **15 hours per week** with the working pattern to be arranged with the District Superintendent prior to appointment. Occasional weekend and evening work may be required, with time off in lieu to be arranged.

Line Manager: The District Superintendent

Leave entitlement: 32 days including Statutory holidays (pro rata) plus an extra 3 days between Christmas and New Year.

Key responsibilities

Administrative Systems and Procedures:

- To develop new administrative systems and processes, with regard for flexibility as the administrative needs of the District Superintendents evolve.
- Devise and maintain office filing systems with due regard to security and confidentiality.
- Collect, process and input data into databases ensuring accuracy and security of data as well as statutory compliance.

Diary Management:

To manage the diary of the District Superintendent by:

- developing and managing a shared electronic diary using Office 365;
- scheduling and/or organising meetings;
- coordinating bookings for Church Council Meetings, Circuit Executives, Sunday Services and other requests.
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Communication:

- Act as a point of contact for e-mail, telephone and postal inquiries and ensure appropriate follow up.
- Assess the nature and urgency of inquiries, responding where possible and referring on as necessary.
- Set up and maintain e-mail contact lists using Office 365.
- Draft and prepare correspondence.
- In consultation with the District Superintendent, devise and ensure online sites and social media information is kept up to date
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Meetings and Events:

- Support the DS in the planning and organisation of meetings, E.g. Scheduling meetings, booking venues, distributing agenda and minutes.
- Take Minutes when required

- Provide administrative support for Area and District-wide Gatherings including but not limited to
 - booking and registration
 - liaising with venues
 - Assisting with publicity
- Arrange outside catering when required; to
- Book speakers and contributors when required

General Admin:

- Support the District Superintendent in the implementation of Connexional Policies
- Draft and prepare reports, spreadsheets, documentation and other administrative documents as necessary.
- Progress invoices and reimbursements as assigned.
- Copy, maintain and forward records of expense requests and other forms to Methodist Church Head Office as assigned.
- Maintain stationery and reorder office supplies as necessary
- Any other duties as may be required

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Education and Qualifications	5 GCSEs at Grade C or above (including English) or equivalent	Training in GDPR
Experience	<p>Proven substantial relevant administrative experience with evidence of providing secretarial support to senior staff.</p> <p>Experience in data entry with accuracy</p> <p>Experience of efficiently servicing Committees/Boards and Minute taking</p> <p>Experience of handling confidential information</p>	<p>Experience of proficient document and website editing</p> <p>Experience of successfully developing new procedures and protocols in office administration</p> <p>Experience of successfully arranging and managing events/ meetings in the work context</p> <p>Experience in online Booking systems</p> <p>Experience of using Mail Chimp</p> <p>Experience in Adobe Suite</p>

<p>Skills and abilities</p>	<p>High level IT competency (including use of Microsoft Office, Publisher, PowerPoint, Excel)</p> <p>Proficient use of grammar, spelling and punctuation.</p> <p>Website, social media and database management in the context of work</p> <p>Excellent organisational, time management and administrative skills with the ability to multi-task and prioritise workload.</p> <p>Excellent communication skills (both written and verbal).</p> <p>Excellent interpersonal skills</p> <p>Polite, professional and confident telephone manner.</p> <p>Ability to be proactive and to use initiative appropriately</p> <p>Discretion and confidentiality</p>	
<p>Personal attributes</p>	<p>Reliable and able to follow tasks through to completion</p> <p>Highly motivated</p> <p>Willingness to work some irregular hours</p> <p>Professional in interaction with colleagues and others</p> <p>Willingness to work with respect for the aims and ethos of the Methodist Church in Ireland</p>	

A candidate who does not demonstrate in their application how they meet all the essential criteria will not be shortlisted. The short-listing panel reserves the right to apply the desirable criteria to produce a manageable shortlist of candidates for interview.