



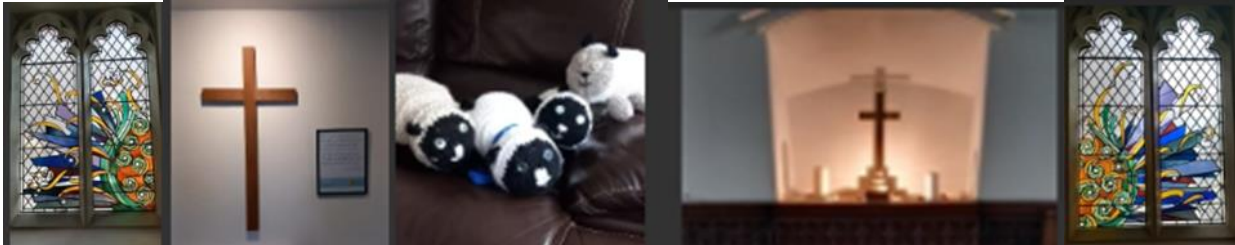
Job Information Pack

Church Administrative Assistant

Heworth Methodist Church, Heworth Village, YO31 1AE

Closing date: **20th December 2024**

‘With God’s help we aim to form a worshipping, witnessing and caring community in which all may be supported as they grow in faith – a community where all may use their individual talents to bring about God’s Kingdom locally and in the wider world’



About the job:

We seek to appoint an approachable and positive **Church Administrative Assistant** on a part-time permanent basis to support with administrative tasks, including newsletters, general notices, updating our website and social media channels and organising church bookings.

Visit www.heworthmethodist.org.uk to learn more about us.

Working arrangement:

A flexible working pattern is required, to include elements of evening and weekend working.

Faith and worship:

Whilst a specific faith is not an essential requirement for this role and there is no necessity to worship at Heworth Methodist Church the successful applicant should be able to work alongside and represent a faith community and be committed to the ethos of the Methodist Church.

Next steps:

Informal enquiries about the role should be addressed to Alyson Christy via email at heworth.methodist.recruitmentenquiries@outlook.com *Note that applications sent to this email address will not be accepted.*

For an application form please contact Andrew Crawford at hr@yorkshirenemethodist.org and return completed application forms to the same email address.

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	20 th December 2024
2. Shortlisting:	23 rd December 2024
3. Interview date:	w/c 6 th January 2025

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. We will contact applicants after this date to let them know if we are progressing their application.
3. Interviews will be held in-person at Heworth Methodist Church, Heworth Village, YO31 1AE.

Job Title: Church Administrative Assistant.
Employed by: Heworth Methodist Church.
Location: Heworth Methodist Church, Heworth Village, YO31 1AE.

Responsible to: Accountable to the Trustees of Heworth Methodist Church through the appointment of a Line Manager.

Main duties:

- To participate in the organisational life of the Church and support the implementation of decisions made by the Church Council.
- To coordinate and contribute to the administrative support of the minister, stewards and other church post holders, notably in such areas as record keeping, room bookings and payments, safeguarding and property management.
- To generate awareness of the Church in the community through the sharing of information in different forms, including the weekly church notice sheet, social media and our website.
- To manage the church office, including the equipment and storage systems.
- To act as Secretary for the Church Council

Other requirements

- Develop and maintain a good understanding of the culture and values of the Church.
- All other reasonable duties that support the developing mission of the Church.

Summary of terms and conditions:

Contract type	Part time, Permanent.
Working hours	8 hours per week.
Working pattern	Flexible working required.
Rate of pay	£14.50 per hour (£6032 per annum actual salary).
Location	Heworth Methodist Church, Heworth Village, YO31 1AE.
Annual leave	Leave for a full-time employee is 244.2 hours, based on a working week of 37-hours. Leave for this post is calculated to be 52.8 hours, inclusive of public holidays.
Pension	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria may be eligible to join the Scheme, subject to certain provisions.
Probationary period	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
Right to work	Appointment will be conditional on demonstrating the right to live and work within the United Kingdom.
Training	There may on occasion be the need for training relevant to the role and the requirements of the Circuit and wider Methodist Church. All such training will be undertaken during contracted hours or recorded as time off in lieu (TOIL).

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Responsible to: Accountable to the Managing Trustees of Heworth Methodist Church through the appointment of a Line Manager.

	E	D	M
Knowledge, Skills, and Experience			
Experienced in administrative and/or office work.	Yes		A, I
Strong planning and organisational skills.	Yes		A, I
Competent user of Microsoft Office.	Yes		A, I
Experienced in online diary/booking management.		Yes	A, I
Experienced user of social media.	Yes		A, I
Experienced in working with or a good knowledge around safeguarding.	Yes		A, I
Qualities and Aptitudes			
Able to maintain professional boundaries at all times, developing trusted working relationships with a diverse range of people.	Yes		A, I
Able to work under pressure and meet deadlines, often with competing priorities, demonstrating reliability, integrity, discretion and confidentiality.	Yes		A, I
Problem solving skills with an understanding of when and how to refer and escalate matters and concerns.	Yes		A, I
An active listener with excellent interpersonal skills and a friendly, sensitive and approachable demeanour.	Yes		A, I
Any Other Requirements			
A willingness to understand, learn and engage with the structures, ethos and values of the Methodist Church.	Yes		I
Demonstrate awareness of and a sensitivity to issues of Equality, Diversity, and Inclusion in all aspects of a person's life.	Yes		I
A satisfactory enhanced disclosure from the Disclosure and Barring Service.	Yes		I
A commitment to continue professional development and to undergo relevant training where deemed necessary by the Line Manager.	Yes		I

Evidence: **A:** Application form **I:** Interview **Q:** Proof of Qualification

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you have any questions about the way that we recruit, please contact our [District Lay Employment Advisor](#).

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

Entitlement to work in the UK:

Any job offer and appointment will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. Where CVs are submitted these will not be used to make shortlisting decisions.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place, recruitment will be made on the basis of an applicant's ability and merit as measured against the criteria for the job.