

The Methodist Church

JOB DESCRIPTION

Job Title: Circuit Operations Manager
Lay Employee in the Brighton & Hove Methodist Circuit

Responsible to: The Lay Employee will be employed by the Circuit and will be under the supervision of the Superintendent Minister .

Responsible for: Circuit Lay workers and Administrative staff.
5 part time workers

Purpose and Objectives: The purpose of this role is to bring management expertise and experience to support the ministers, churches and stewards in the day to day business of running the churches and Circuit. By supporting the transition to modernised ways of working, the aim is to release resources for mission through supporting the churches in the key administrative areas of people, operations & compliance, finance, and property.

Responsibilities

People

- Provide line management to the current team of lay workers and administrative staff including liaising with Methodist Church Payroll Bureau.
- Supporting existing volunteers enabling them to flourish in their roles.

Operations and Compliance

- Provide support and guidance to each of the Circuit churches to ensure that the Circuit's processes and records are compliant in terms of :
 - Health & Safety
 - GDPR
 - Safeguarding
- To develop a strategic approach to the use of IT across the Circuit to provide improved communications and information management.

Finance & Property

- To work with Circuit staff and officers to ensure that all properties are maintained appropriately.
- To establish lists of approved contractors and suppliers and where appropriate identify new ones
- To ensure that annual property surveys are carried out, and where any necessary works are identified, to see that they are carried out on time and within budget and in accordance with major works policy.
- To ensure an open and transparent tendering process is maintained throughout.
- To work with circuit and church property stewards on the following areas: management of tenancies and liaison with tenants, the purchase and sale of

properties, third party property issues, preparation of Circuit Property Schedules and other returns or reports required by Methodist practice.

- Work with the Circuit Treasurer to prepare budgets and financial reports
- Support Church Treasurers with accounting and reporting where requested.
- To oversee centralising purchasing arrangements to ensure value for money.

Terms and conditions

- Terms of appointment: Fixed Term until [September 2024]
- The salary will be £32,000 per annum pro rata
- Normal working pattern: 22.5 hours per week over 3 days.
- Opportunities for study and for training.
- 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.
- At least one day free of responsibilities each week.
- 28 days statutory annual leave entitlement per year (pro-rata).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Debarring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Management

The Circuit Operations Manager will have a line manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission.
- Determine priorities for the work.
- Prepare a personal development plan with the lay employee.
- Ensure good communications between all the 'stakeholders' (groups and networks) involved.
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period and quarterly thereafter).
- Act as a "sounding board" to the Lay Employee.

Last Date Modified: June 2021