



### **Job Description**

<b><u>Job Title:</u></b>	London Worship: Leading and Preaching Course Administrator
<b><u>Location:</u></b>	London District, Methodist Central Hall Westminster
<b><u>Responsible to:</u></b>	The Lay Employee will be employed by the London District and will be under the supervision of the course leader.
<b><u>Relationships</u></b>	District Chairs/ Regional Team Members District Treasurer Circuit Superintendent Ministers Local Church Ministers Circuit Administrators District Officers and Staff team members
<b><u>Purpose &amp; Objectives:</u></b>	To ensure the course runs effectively.

### **Main Responsibilities**

- To administrate the student recruitment process
- To administer the tutor and mentor recruitment process
- To be responsible for the accommodation and hospitality for evening and weekend sessions.
- To manage the course budget
- To create course documentation in partnership with the course leader
- To coordinate communication with circuits
- To keep effective student records including receiving and recording assessments
- To administer the group reaching plan

### **Personal Spec**

- Well-developed administration skills
- Good knowledge of IT applications, including Microsoft Word and Outlook
- Good interpersonal and communication skills
- Excellent confidential and organisation skills
- Be able to prioritise workload
- Ability to take accurate notes and minutes of meetings
- Ability to maintain filing systems and databases
- Numerate, with a good attention to detail and ability to spot errors
- Willing to learn new software packages
- Ability to work as part of a team and on own initiative
- Flexibility to work as part of a team
- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager

- Other general requirements specific to post

### **Terms and Conditions**

**Terms of appointment:** 2 year fixed term.

**Hours of work:** Normal working pattern for this role is 10 hours per week, preferred days are Monday to Thursday (days and hours worked negotiable at interview). On occasion, some evenings and weekends may be asked of employee. At least one day free of responsibilities each week

**Physical Conditions:** Home-based, with occasional travel within London.

**Remuneration:** £14 / hour.  
All reasonable expenses will be reimbursed. (Note: you will NOT be expected to use a car for this position.

**Health and Safety:** The post holder will be subject to the Methodist Church's Health and Safety policy.

**Equal Opportunities:** The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services.

**Work Permit:** Appointment will be subject to documentary evidence of the right to live and work in the U.K.

**Holiday Entitlement:** 25 days statutory annual leave entitlements per year, including bank holidays (pro-rata for part-time workers).

**Pension:** Eligible employees will be auto enrolled into a Pension Scheme following a successful probationary period. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.

**Other terms:** Appointment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) disclosure.

Appointment will be subject to satisfactory references.

Appointment will be subject to the satisfactory completion of a (up to) three-month probationary period.

To apply for the position please download an application form from the London District website [[www.methodistlondon.org.uk/vacancies](http://www.methodistlondon.org.uk/vacancies)] and an equality and diversity form. Please send completed forms to [admin@methodistlondon.org.uk](mailto:admin@methodistlondon.org.uk) by Friday 18 August (Interviews are to take place on 31 August).