

JOB DESCRIPTION

Job Title	Personal Assistant to the District Chair		
Reports to	<i>District Chair</i>	Location	<i>District Office, Sale Moor Methodist Church</i>
District	<i>Manchester & Stockport</i>	Salary	£7,857.18

Job Purpose and Objectives

To provide administrative support to the District Chair.

Responsible to:	The Lay Employee will be employed by the Manchester and Stockport District Council and will be line managed by the District Chair.
Responsible for:	No post holders

Main Responsibilities

This details what actually needs to be done, i.e. the duties and expected outcomes.

1. To assist Chair in managing priorities and responding to issues.
2. To receive, prioritise and categorise emails and any post daily
3. To prepare any outgoing emails as requested, and organise circulars as required. To answer emails. To receive telephone calls.

Registered Office:
 Sale Moor Methodist Church
 Northenden Road
 Sale
 M33 2PP

Charity Registration no: 1135459



www.mandsmethodists.org.uk

4. To maintain the filing system and limited data bases as needed by the Chair (most District data bases maintained by District administrator).
5. To prepare material for meetings in calendar, and brief the Chair on forthcoming appointments.
6. To track minutes and actions from minutes and ensure tasks are identified and prioritised.
7. To liaise with the Chair of the District and others as appropriate on pastoral concerns.
8. To assist with organising appointments, paperwork, and timings for: annual reviews for superintendents, supervision, stationing, and other meetings.
9. To convene meetings, preparing papers and agenda and circulating, and taking minutes when needed: MDR and supervision, and other meetings as needed.
10. To act as minutes secretary for the District Council and for the District Strategy and Resources Executive (evenings 8 times per year).
11. To assist Chair in recording and submitting expenses.
12. To engage in other appropriate duties as requested.
13. To maintain contact and good communication with the District Administrator.

Shared responsibilities

14. On some occasions work might be shared between the Chair's PA and the District Administrator.
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Terms and Conditions

- Terms of appointment: Permanent.
- The salary/rate of pay will be: £7,857.18 per annum - £12.59 per hour .
- Normal working pattern: 12 hours per week on four separate days, including Friday morning.
- All reasonable expenses will be reimbursed.
- 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.
- 28 days annual leave entitlement per year (pro-rata for part-time employees; 67.2 hours).
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.
- Opportunities for study and for training.

Management

The Lay Employee will have a Line Manager whose responsibilities will be to:

- Become familiar with the work of the Lay Employee.
- 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.