

### **DISTRICT ADMINISTRATOR – JOB DESCRIPTION**

Manage, with Chair's PA, Chairs and officer's diaries as required.

Provide administrative support and assistance to the district officers (Chair, District Mission Enabler and Safeguarding Team).

Act as a first point of contact for enquiries in person and by telephone and email directing them to an appropriate person or resource.

Liaising with a wide range of people across the district – superintendent ministers, circuit stewards, ministers and members.

Liaising with external people and bodies who have an involvement with our work.

Liaising with appropriate Connexional officers and staff to further the work of the district.

Managing communications across the district for services, events, training etc.

Help ensure that circuits and churches are complying with their Connexional and legislative requirements as far as this is the responsibility of the district including (but not exclusively) stationing procedures, Safeguarding, property schemes and consents, Synod arrangements including Synod directory and other training events.

Safeguarding Administration – Providing administrative support to the District Safeguarding Team including maintaining a database of Circuit and Church Safeguarding Officers.

Safeguarding Training – Providing administrative support to the District Safeguarding Trainer in organising Foundation and Advanced Module sessions, arranging catering, etc.

DBS Checks – Monitoring and chasing DBS checks due and overdue, and dealing with queries.

Safeguarding Records and Returns – Responding to requests for information and compiling returns. Assisting in the development of a safeguarding records management system.

**Chair of District:** Rev'd Canon Helen Cameron

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Charity Commission No: 1130373

Servicing Safeguarding Meetings – In cooperation with the DSG secretary, arranging the agenda, venue and refreshments, copying and supply of Synod reports.

In addition, for an appropriately qualified candidate, oversight of the office IT, Google G Suite systems, and the district website (managed via Church Edit content management system).

Any other duties and responsibilities identified by the Chair as are within your capabilities and level of responsibility in order to meet the needs of the Church.

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