



Newark & Southwell Methodist Circuit

Administrative and Communications Officer Application Pack

Letter to Applicant

Dear Applicant,

POST OF Administrative and Communications Officer

Thank you for your interest in The Methodist Church and for requesting further information for the above vacancy.

I am pleased to enclose an application pack, which contains the following information:

- Job advertisement
- Information about the Circuit
- Job Description
- Person Specification
- Application Form

If you wish to make an application, please complete the form and return it to the Circuit Office at Hope Community Methodist Church either by post or by email by midnight on the closing date which is Friday 27 February.

It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview during March 16 – 20

We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case, if you do not receive an invitation within three weeks of the closing date, please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours faithfully,

The Circuit Stewards
Newark & Southwell Methodist Circuit

Advertisement

The Newark and Southwell Methodist Circuit is looking for a friendly, organised person to help keep our churches connected and our communications vibrant.
What you'll do

- Support Circuit meetings, reports & admin
- Manage emails and keep information flowing
- Help produce our Circuit Newsletter
- Strengthen our website & social media presence
- Maintain the Circuit Directory
- Assist with safeguarding admin
- Ensure good data protection practice

We're looking for someone who is:

- Organised and proactive
- A clear communicator
- Confident with digital tools & social media
- Able to work independently and with a team
- Supportive of our mission and value

10 hours per week

Permanent appointment

Salary of £14.45 per hour

For further information and an informal conversation about the role, please contact Stephen Dando Senior Circuit Steward

Deadline for applications: Friday 27 February 2026

Applications to be returned either by post or by email:

By Post

Circuit Office

Newark & Southwell Methodist Circuit

Hope Community Methodist Church

Barnby Gate

Newark

NG24 1PX

By Email

nsmcircuit22-24@outlook.com

Information about the Circuit

Newark & Southwell Methodist Circuit

The circuit is made up of the market town of Newark, Southwell (where the diocesan Minster Church is situated) and surrounding villages. There are 9 churches with a combined membership of approximately 374 - Balderton (54), Charles Street (87), Collingham (40), Hope (55), Long Bennington (11), North End (20) North Muskham (10), Southwell (75) and Sutton-on-Trent (22). It covers approximately 15 miles north/south & 13 miles east/west with the River Trent running through the middle. Good ecumenical links exist across the circuit, particularly in some of the villages. All the churches have good links with the communities in which they are set.

The Circuit staff consists of the Superintendent minister, one full-time presbyter, three local lay pastors and an Administrative and Communications Officer (this post) They are supported by a team of four Circuit Stewards.

Further information about the Newark & Southwell Methodist Circuit is available on the website: <https://www.newarkandsouthwellmethodist.org.uk/>

Job Title	Administrative and Communications Officer		
Reports to	<i>Superintendent Minister</i>	Location	<i>Home based with scheduled meeting attendance.</i>
Circuit	<i>Newark and Southwell</i>	Wage	£14.45 per hour

Job Purpose and Objectives

The Administrative & Communications Officer will play a central role in supporting the smooth running of the Circuit's administrative, reporting, and communication functions. This position requires excellent organisational skills, strong written and verbal communication abilities, and confidence in managing digital platforms. Working closely with Circuit staff, ministers, volunteers, and partner organisations, the postholder will help strengthen internal communication, enhance external visibility, and ensure key administrative processes run efficiently.

Responsible to:	The Lay Employee will be employed by the Managing Trustees of Newark & Southwell Circuit Meeting and will be line managed by the Superintendent Minister
Responsible for:	Volunteers as and when required.

Main Responsibilities

1. Administrative Support

- Support all aspects of Circuit Meetings including:
 - Maintaining and updating a list of members
 - Issuing meeting notices and calls
 - Preparing agendas
 - Collating reports
 - Taking minutes and distributing them promptly
- Assist with the quarterly production, formatting, and distribution of the Circuit Plan.
- Manage incoming emails from Connexion, District, churches and other partners, responding directly or redirecting to appropriate individuals
- Oversee the Circuit Directory, ensuring that information is collated, updated, accurately maintained and distributed
- Provide administrative support for safeguarding purposes including record-keeping, reminders and documentation management (this role covers administrative tasks only, not safeguarding decision-making)
- Coordinate quinquennial surveys ensuring timely distribution, collection, and collation of results

2. Communications and Media

- Oversee the production of the Circuit Newsletter including:
 - The collection and collation of contributions from staff and churches
 - The establishment of a consistent pattern for staff input and submission deadlines
 - The formatting and distribution in print and/or digital form
- Support the development of a stronger and more effective online presence via Website updates, Facebook, YouTube and Instagram, and assist in creating engaging content that reflects the life and mission of the Circuit
- Contribute to the development of a more effective internal communication system, improving clarity, consistency and accessibility of information across the Circuit.

3. Data Protection and Compliance

- Ensure all administrative and communication processes comply with data protection and Circuit policies.
- Act as data protection lead for the circuit promoting good practice within the churches.
- Maintain secure handling, storage and distribution of personal and sensitive information..

Terms and Conditions

- Terms of appointment: Permanent
- The rate of pay will be: £14.45 per hour.
- Normal working pattern: 10 hours per week Monday to Friday. The actual days worked to be agreed with the successful applicant.
- 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.
- 56 hours annual leave entitlement per year
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring 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.

Person Specification

	Essential	Desirable	Method of Assessment
Education & Training			
Good standard of general education. Strong understanding of administrative processes and information management.	X		A
Awareness of data protection requirements and the handling of confidential information.	X		I
Basic understanding of safeguarding responsibilities (administrative aspects).	X		I
Training or certification in communications, administration, or digital media.		X	A
Understanding of Methodist structures, terminology, and governance.		X	A
Proven Ability			
Excellent organisational skills, with the ability to manage multiple tasks and deadlines.	X		A
Strong written communication skills for preparing reports, minutes, newsletters, and digital content.	X		W
Confident verbal communication, able to liaise with ministers, staff, volunteers, and external partners.	X		I
Accurate record-keeping and attention to detail.	X		W
Ability to work independently and take initiative while also contributing to a collaborative team environment.	X		A
Ability to handle sensitive information with discretion.	X		A
Special Knowledge & Skills			
Competence in using email, office software, and digital tools.	X		WP
Ability to manage and update website content and social media platforms (Facebook, YouTube, Instagram, etc.)	X		W
Ability to design simple digital content (e.g., posters, social media graphics).		X	A

Confidence using content-management systems or newsletter platforms.		X	A
Experience			
Experience in administrative work in a church, charity, community, or similar organisational setting.	X		A
Experience preparing agendas, minutes, and reports	X		A
Experience coordinating communications such as newsletters or email updates.	X		A
Experience managing or contributing to social media channels.	X		A
Experience coordinating surveys or data-collection processes.		X	A
Experience supporting safeguarding administration.		X	A
Experience contributing to internal communication systems or change-management processes.		X	A
Personal Qualities			
Reliable, proactive, and self-motivated.	X		I
Flexible and adaptable to changing priorities.	X		A
Warm, approachable, and able to build positive working relationships.	X		I
Committed to supporting the mission and values of the Circuit	X		I
Willingness to learn new systems and processes	X		I

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

Application Form



The Methodist Church

APPLICATION FORM FOR AN APPOINTMENT WITHIN THE METHODIST CHURCH

CONFIDENTIAL

POST:	Administrative & Communications Officer
METHODIST CHURCH/CIRCUIT:	Newark & Southwell
CIRCUIT No.	22/26
DISTRICT:	Nottingham & Derby
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	<p>By Post Circuit Office Newark & Southwell Methodist Circuit Hope Community Methodist Church Barnby Gate Newark NG24 1PX</p> <p>By Email Nsmcircuit22-24@outlook.com</p>
CLOSING DATE:	Friday 27 February 2026

Please complete this application in black ink or black type

1. PERSONAL DETAILS

This will be held by the circuit before circulating the application form for shortlisting. Items marked with * must be completed.

Post applied for:	Administrative & Communications Officer		
Reference No:	22/26 Newark & Southwell		
Where did you hear about the post			
Title:			
Surname: (Block letters)			
First names:			
Address: (Block letters)			
Post Code:			
Telephone number:	Home:		
	Daytime	:	
	Mobile:		
E-mail address:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK PERMIT* : Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the Methodist Council can confirm any offer of appointment e.g. Passport or birth certificate. <input type="checkbox"/> <input type="checkbox"/>			
Are you a UK or EU/EEA Citizen? (Please tick)	Yes	No	<input type="checkbox"/>
If not, <input type="checkbox"/> it is possible that you may not be eligible to work in the UK without a work permit. Please indicate if you will require a work permit. (Please tick)	Yes	No	<input type="checkbox"/>
If "No" please indicate the basis on which you are eligible to work in the UK.			
Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, please supply further details:			

INFORMATION FOR APPLICANTS

Please read this information carefully before you complete the next part of the form.

- Thank you for expressing interest in this post.
- These notes are intended to help you complete the application form. Please read them carefully before you start to fill in the form.
- You should also have received a job description and person specification. These documents describe to you what the job will involve and what we need from the person who is appointed. Think carefully about the information in the job description and person specification, and consider what experience you have that would equip you for this post.
- We are inviting you to give us information that will allow us to assess how closely you meet the requirements of the person specification. You may draw on all aspects of your life: education, employment, voluntary work, church, interests, and home life, for example.
- Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.
- Try to provide evidence or give examples of how you can meet the requirements of the job description and the person specification.
- Your personal information will be removed and will not be submitted to the interviewing panel.
- Our policy on references is that we cannot accept references from relatives or members of the family. At least one referee must be your line manager from your most recent employment.

APPLICATION FORM

Applicant To Complete	
FULL NAME	
POST TITLE	Administrative and Communication Officer
METHODIST CIRCUIT	Newark & Southwell
CIRCUIT NO.	22/26
DISTRICT	Notts and Derby
CLOSING DATE	27 February 2026

For Office Use Only	
Date Received	
Application No	
Special needs at Interview	
Shortlisted	Yes <input type="checkbox"/> No <input type="checkbox"/>
Appointed	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. EMPLOYMENT HISTORY

List all employers starting with your present or most recent first. Please account for any gaps in employment.

Name and Address of Employer	Position Held	From To Month/Year	Reason for Leaving

3. Why are you applying for this job?

4. What particular proven abilities, qualities and other attributes would you bring to the post?

5. How do you think you would do the job?

6. What qualifications do you have which are relevant to this post? Please give details – date, awarding body, grades etc.

8. REFERENCES

Please give the names, postal & email addresses, and telephone numbers of three referees who can broadly represent your professional work and personal interests. This should include your current or most recent employer, and may include your minister if relevant.

1.**Name:****Position:****Organisation Name and Address:****Email:****Telephone:****2.****Name:****Position:****Organisation Name and Address:****Email:****Telephone:****3.****Name:****Position:****Organisation Name and Address:****Email:****Telephone:**

It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees?

9. I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

Signature:

Date:

Last Date Modified: 27 January 2026