



Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the District Administrator role with the West Midlands Methodist District! Inside this pack you will find more information about the role and how to apply, as well as an introduction to the District.

We are looking for an Administrator to ensure the smooth running of the work of the District, and to provide administrative support to the wider staff team. The ideal candidate will be someone with excellent organisational skills who enjoys working in a busy environment where every day brings a new challenge. A full job description can be found on the following pages.

We are also recruiting a part-time District PA to provide PA support to the District Chairs and District Secretary. Details of this role can be found on our website at www.wmmethodists.org.uk/vacancies. We are open to applications from candidates wishing to be considered for both roles, and if you wish to apply on this basis we request that you complete one application form addressing the person specification for both roles in your responses and confirm the basis of your application in your covering email/letter.

For an informal discussion about this role contact Lisa Murphy, District Secretary, by emailing secretary@wmmethodists.org.uk. To apply, please complete the application form available at www.wmmethodists.org.uk/vacancies and email it to info@wmmethodists.org.uk before the closing date.

We look forward to receiving your application!

About Us

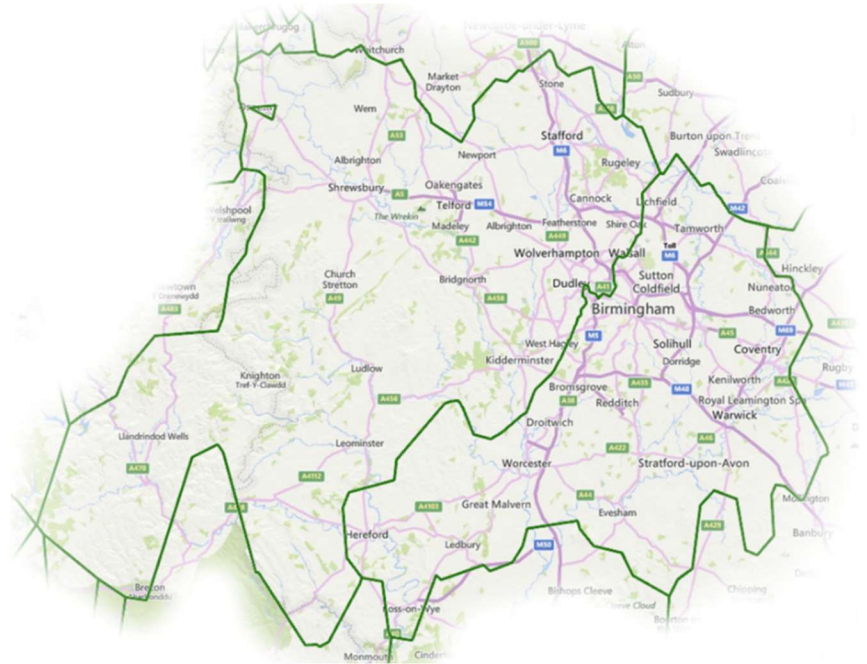
The West Midlands Methodist District has been formed by the merging of the Wolverhampton and Shrewsbury and Birmingham Methodist Districts, and was officially launched on 1st September 2025.

The West Midlands District is:

- Over 300 churches grouped in 20 circuits across Birmingham, Wolverhampton and the Black Country, Worcestershire, Warwickshire, Herefordshire, Shropshire and Staffordshire.
- Diverse in ethnicity and languages, social and economic status, sexual orientation and gender identity, age and background, theological and political belief and yet called to explore and live the way of Jesus together
- Serving communities in rural, inner city, market town, suburb and city centre settings from the Welsh Marches to Tamworth and Stafford to Evesham, including the cathedral cities of Hereford, Worcester, Lichfield and Coventry and the whole of the West Midlands conurbation.

The vision for the role of the new district is to:

- Enable local churches to flourish
- Connect people
- Evolve with the changing picture of Methodism
- Initiate new work
- Challenge the status quo



Job Description

Role Title	District Administrator		
Reports to	District Secretary	Location	Birmingham, with the possibility of hybrid working
Remuneration	£23,682 per annum, pro rata		
Hours	21 per week	Contract	Permanent
Benefits	26 days annual leave plus bank holidays (pro rata), training and development opportunities, flexible working.		

The successful applicant will be enrolled in a contributory pension scheme, and all agreed reasonable expenses will be reimbursed. Appointment will be subject to satisfactory references and a DBS check.

Role Purpose and Objectives

The District Administrator will ensure the smooth running of the work of the District through providing high quality administrative support to the staff and officers.

Responsibilities

The main duties of the role includes:

- Convening the District's meeting for Circuit Administrators.
- Maintaining the District database.
- Assisting District Staff and Officers with administrative work as required.
- Assisting in the arrangement of courses, events, retreats, and training days etc, liaising with venues as required and administering bookings.
- Supporting the Communications Officer in preparing content for communications and marketing.
- Providing administrative support for meetings, circulating papers and taking minutes.
- Liaising with the IT support consultant on any issues as necessary.
- Administering the District's Zoom licences.
- Undertaking any other reasonable administrative tasks as directed by the District Chair(s) or District Secretary.
- Deputising for the District PA as required.

To maintain the District Office by:

- Maintaining stocks of office stationery, including postage stamps, (visiting suppliers as necessary) having due regard to budget allocation.
- Ensuring office and equipment are maintained securely and in good working order to comply with Health and Safety legislation
Regularly backing up electronically held information, removing obsolete files from records, and ensuring that the District complies with GDPR.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education & Training	GCSE English and Mathematics Level 5 or above, or equivalent.	NVQ Certificate in Administration or similar.	Q
Experience	Experience of working or volunteering in an administration role or similar.	Experience of providing administrative support to a team of staff.	A, I
	Experience of working and communicating with people from a range of backgrounds.	Experience of minute taking.	A, I
Skills and Abilities	Excellent organisational skills, with the ability to prioritise workload.		A, I,
	Excellent IT skills including experience of Office365 apps such as Teams and SharePoint.		A, I
	Ability to manage competing priorities and meet deadlines.		A, I
	Good written and verbal communication skills.		I, W
Special Qualities or Aptitudes	Willingness to work as part of a team, and able to work flexibly with colleagues.		A, I
	Self-motivated and proactive.		A, I
	Commitment to the Methodist Church's Justice, Dignity and Solidarity/EDI strategy		A, I
Any Other Requirements	In sympathy with the ethos of the Methodist Church.*	Knowledge of or a willingness to learn about the Methodist Church and its structures.	I

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

*Please note: Personal adherence to faith is not a requirement for this role, however we do require respect for the ethos and goals of the Methodist Church, and candidates will need to

be comfortable with being present during acts of Christian worship, even though they will not be required to participate.

Safeguarding and Safer Recruitment

The West Midlands Methodist District is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults, and expects all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Any job offer will be subject to the completion of safer recruitment processes including review of references and a DBS check.

How to Apply

Applications should be submitted electronically **in Word format** by email to info@wmmethodists.org.uk before the closing date and time. CVs will not be accepted.

Closing date for applications: Monday 6thth October at 12 noon

Interviews to be held: Friday 17th October

Start date: as soon as possible