



Dear applicant,

Thank you for downloading this applicant pack; we are delighted that you are interested in the District PA 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 experienced and professional PA to provide high-level administrative support to the District Chairs and District Secretary. The ideal candidate will be someone with excellent organisational and interpersonal skills who is able to work flexibly to manage a varied workload. A full job description can be found on the following pages.

We are also recruiting a part-time District Administrator to provide administrative support to district staff team and ensure the smooth running of the District office. 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 PA		
Reports to	District Secretary	Location	Birmingham, with the possibility of hybrid working
Remuneration	£25,182 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 role of the District PA is crucial to the work of the District Chair(s) and Secretary, through providing high-level administrative support to enable them to carry out their roles effectively.

Responsibilities

The main duties of the role include:

Providing support to the District Chair and Secretary by:

- Being the first point of contact for enquiries coming to the Chair(s) and Secretary, dealing with incoming post, email and telephone calls, taking messages and forwarding these as appropriate.
- Sending emails and letters on behalf of the Chair(s) and Secretary.
- Maintaining the Chair(s) address book and mailing lists.
- Maintaining the Chair(s) and Secretary's diaries, and the District Diary.
- Making arrangements for meetings, interviews and visits etc as required.
- Making travel bookings and accommodation arrangements when necessary.
- Compiling and circulating papers for meetings.
- Taking notes/minutes at meetings when requested to do so, including typing up and circulating these as appropriate.
- Maintaining confidential filing systems.
- Undertaking research on behalf of the Chair(s) and Secretary as requested.
- Undertaking other tasks of a commensurate nature as required.

To support the Synod Secretary by:

- Liaising with Synod venues.
- Collating Synod papers and distributing them as appropriate.
- Assisting with maintaining the list of Synod representatives.
- Attending Synod to register participants and provide other administrative support.

- Assisting with the completion of Connexional returns as required, including Statistical returns and Authorisations to Preside etc.

Other duties:

- Keeping such confidential records as may be required by Connexional policies concerning Safeguarding and Supervision.
- Deputising for the District Administrator as required.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education & Training	GCSE English and Mathematics Level 5 or above, or equivalent.	NVQ Diploma in Business Administration or similar.	Q
Experience	Experience of working as a personal assistant.	Experience of working or volunteering in an administration role.	A, I
	Experience of working and communicating with people from a range of backgrounds.		A, I
	Experience of taking minutes in meetings.		A, I
Skills and Abilities	Excellent organisational skills, with the ability to prioritise workload.		A, I,
	Excellent IT skills including knowledge of Office365 apps such as Teams and SharePoint.		A, I
	Ability to manage competing priorities and meet deadlines.		A, I, W
	Excellent 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	Knowledge of GDPR		A, I
	In sympathy with the ethos of the Methodist Church.*	Knowledge of or a willingness to learn about the Methodist Church and its structures.	A, 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 6th October at 12 noon

Interviews to be held: Friday 17th October

Start date: as soon as possible