



1st January 2021

Dear Sir/Madam,

POST OF ENABLING SERVICES MANAGER IN THE TYNE DALE METHODIST CIRCUIT

Thank you for your interest in post of Enabling Services Manager in the Tynedale Methodist Circuit and for requesting further information about the vacancy. The post is initially a fixed term contract for 30 hours a week until August 2022. We hope the successful applicant will begin work in March 2021.

I am pleased to enclose an Application Pack which contains the following information:

- Advert
- Job Description and Person Specification
- Application Form
- Equal Opportunities Monitoring Form

If you would like to receive any of the pack in electronic format, please email rev.david.goodall@gmail.com and they will be forwarded to you or you can download them from www.tynedalemethcircuit.org

If you wish to make an application for the post, please complete the enclosed application form. Please read the job description and person specification carefully as these form the basis of our shortlisting process. Please also provide us with contact details for three references and complete and return with your application the enclosed Equal Opportunities Monitoring Form.

Please send your application to Rev Paul Dunstan at the address above or by email to revpauldunstan2016@outlook.com **The closing date for applications is 12 noon on Friday 22nd January at 12noon.**

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on 4th February. We will do our best to write to applicants who are not shortlisted.

If you have any questions or would like an informal conversation about the post, please contact Rev. David Goodall by email rev.david.goodall@gmail.com or phone 01434 601055 (office), 01434 603139 (home), 07854 308513 (mobile).

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

Yours sincerely

Rev'd Paul Dunstan, Superintendent Minister.

Superintendent Minister: Rev. Paul Dunstan

Westfield, Westfield Terrace, Hexham, NE46 3DJ | 01434 603761 | pnd@dode99.freereserve.co.uk

Circuit Administrator: Mrs Kathleen Armstrong

1 Tofts Cottages, Tofts Bank, Haydon Bridge, NE47 6NB | 01434 684483 | kathleenoffice50@gmail.com

Charity registered in England No: 1129509



**Could you make a difference in
the Tynedale Circuit?**

**Are you looking for a new
opportunity?**

**Could you be part of the new
Enabling Services team?**

The Tynedale Circuit is a large and vibrant group of Methodist Churches seeking to worship and serve God. The Circuit's commitment across Tynedale is to see vibrant Christian communities which introduce people to life in the Kingdom of God and help people to live as followers of Jesus Christ.

As part of achieving its vision the Circuit is establishing an enabling services team. This team will lead, co-ordinate and deliver the enabling services which are needed to help the Circuit achieve its vision. These enabling services include Property, GDPR, Governance, Communications, Administration, Finance, Compliance, Legal, Charity Registration, Safeguarding.

The team will deliver these services for the Circuit itself and enable them in the local churches of the circuit. The team will include paid members of staff and volunteers and be led by the employed Enabling Services Manager. The team will work closely with the Circuit Ministers and Circuit Stewards in particular ensuring the Circuit Ministers are released from administrative tasks so they can be free for missional and pastoral ministry.

The Circuit is currently recruiting for two roles in the Enabling Services Team. These roles are initially for a fixed term until 31st August 2022. During this period the Enabling Services Team will be established and a review of the Circuit's pastoral staffing will take place. The circuit intends both these roles to continue beyond August 2022 but the tasks and hours for the roles will be reviewed once the team is established and the wider staffing review has taken place, hence why they are currently fixed term appointments.

Enabling Services Manager

30 hours a week

£25,000 pro rata (actual salary £20,000)

To lead, manage, and in some areas deliver, the enabling services of the Tynedale Methodist Circuit to enable the Circuit to achieve its vision.

Communications Co-ordinator

22.5 hours a week

£20,000 pro rata (actual salary £12,000)

To develop and implement the communications strategy for the Circuit including creating, designing and producing material for print and online platforms.

Closing Date for Applications is Friday 22nd January at 12noon.

Interviews for the Enabling Services Manager will take place on 4th February.

Interviews for the Communications Co-ordinator will take place mid-February.

These posts both have a Genuine Occupational Requirement that the post holders are Christians.

For more information on how to apply for these roles please download the application packs from the Circuit Website: www.tynedalecircuit.org For an informal conversation about either of the roles please contact Rev. David Goodall: 01434 603139 or rev.david.goodall@gmail.com

Job Title	<p>Enabling Services Manager</p> <p>Lay Employee in the Tynedale Methodist Circuit</p>
Location	Hexham Trinity Methodist Church, Beaumont Street, Hexham, NE46 3LS
Responsible to	Superintendent Minister, Rev. Paul Dunstan.
Relationships	<p>Circuit Ministers</p> <p>Circuit Stewards</p> <p>Circuit Treasurer</p> <p>Circuit Property Secretary</p> <p>Circuit Safeguarding Officers</p> <p>Church Stewards and Officers</p> <p>District Officers (Primarily Administrator, Safeguarding Officer and Property Secretary)</p> <p>Trustees for Methodist Church Purposes (Custodian Trustee)</p>
Line Management Responsibility	Communications Co-ordinator (3 days a week)
Purpose	<ul style="list-style-type: none"> • To lead, manage, and in some areas deliver, the enabling services of the Tynedale Methodist Circuit to enable the Circuit to achieve its vision. • The enabling services include Property, GDPR, Governance, Communications, Administration, Finance, Compliance, Legal, Charity Registration, Safeguarding, Employment. • To work alongside the Circuit Superintendent ensuring these crucial services are achieved successfully for the circuit and to assist the local churches in ensuring they achieve them.
Main Responsibilities	<ol style="list-style-type: none"> 1. Lead, co-ordinate and in some areas deliver the enabling services of the Tynedale Methodist Circuit to enable the Circuit to achieve its vision. These enabling services include Property, GDPR, Governance, Communications, Administration, Finance, Compliance, Legal, Charity Registration, Safeguarding, Employment. 2. Be a member of the Circuit Leadership Team. 3. Lead on policy and compliance for the Circuit: <ol style="list-style-type: none"> a. Ensure all Circuit policies are kept up to date and implemented in all churches. b. Providing guidance to Circuit and churches on legislation & connexional policies. 4. Provide support to local churches including: <ol style="list-style-type: none"> a. Distributing Connexional, District & Circuit communications in a timely manner. b. Investigate and advise on options for central purchasing to promote economies for Circuit and local churches. 5. To provide administrative and problem-solving support to the Circuit Superintendent. In particular to identify and find appropriate solutions to unexpected challenges. 6. Lead on legal and property matters for the circuit: <ol style="list-style-type: none"> a. Overseeing the sale of redundant properties, and new purchases. b. Be the lead liaison with Trustees for Methodist Church Purposes (Custodian Trustee) and Solicitors on legal & property matters. c. Work with Circuit Manse Committee to oversee the care of the Circuit Manses. d. Co-ordinate reports on property, staffing, membership & financial returns, including quinquennials. e. Maintain diarised reporting schedules. 7. To be the Circuit GDPR Champion: <ol style="list-style-type: none"> a. Maintaining the Circuit Database.

- b. Ensure the Circuit Database is GDPR compliant.
 - c. Assist local churches in being GDPR compliant.
 - d. Work with Circuit Communications Officer to produce the Circuit Directory.
8. To be the Circuit Meeting Secretary (non-member):
 - a. Maintain membership of the Circuit Meeting.
 - b. Compilation and circulation of agendas.
 - c. Minute taking.
 - d. To be the lead contact for the Charity Commission including:
 - i. Maintaining list of trustees.
 - ii. Ensuring annual and other returns are made and reports submitted.
 9. Support the Circuit Treasurer.
 10. In collaboration with the Circuit Safeguarding Officers, maintain safeguarding policies and records and overseeing compliance.
 11. With Circuit archivist, maintain and administer Circuit safe & other archives.
 12. Any other appropriate duties under the direction of the Circuit Superintendent.

There is a Genuine Occupational Requirement that the post holder is a Christian.

Hours of Work	<p>This post will be for 30 hours per week to be worked over 4 or 5 days.</p> <p>The normal hours of work will be agreed with the line manager. Some flexibility in working hours may be required due to the nature of this post and the opportunities which may arise from the work. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
Policies and Procedures	As a member of Circuit Staff you are expected to follow the Tynedale Methodist Circuit Policies and Procedures.
Remuneration	<p>The salary for this post is £25,000 per annum pro rata. Actual Salary £20,000.</p> <p>Salaries are reviewed on an annual basis.</p>
Holiday Entitlement	<p>5 weeks per year plus Bank Holidays.</p> <p>Details are specified in the terms and conditions of employment.</p>
Sick Pay	Entitlement in accordance with the terms and conditions of employment.
Pension	The Circuit operates an employee contributory pension scheme and will match your contributions up to a maximum of 6%
Probationary period	The appointment is subject to the completion of a satisfactory probationary period of 3 months and completion of the Creating Safer Space Foundation Module.
References	The appointment will be subject to satisfactory references
DBS Check	This appointment is subject to a satisfactory DBS Enhanced Check



Attributes	Essential	Desirable	Method of Assessment
Education & Training	Educated to degree level or have equivalent qualification/experience	Completed Creating Safer Space Foundation Module	Q
	Computer literate. Able to use Microsoft Word, Excel, Outlook and PowerPoint and other software as needed.		A, I, E
Proven Ability	Experience of managing enabling or support services in an organisation or business.	Experience of working for a Church or Charity.	A, I
	Experience of leading a team including line managing staff.	Experience of managing volunteers.	A, I
	Experience of strategic planning and organisation.	Knowledge of compliance matters for registered charities.	A, I
	Knowledge of compliance matters including GDPR, Health and Safety and Safeguarding.	Experience working with an organisation's financial procedures and records.	A, I
Special Knowledge and Skills	Administrative, organisational and time management skills, including the ability to set priorities and manage a varied work load.		A, I, E
	Ability to work alongside the Circuit Superintendent.		
	Ability to identify and find appropriate solutions to unexpected challenges.		A, I
	Ability to keep accurate records on paper and electronically.		A, I
	Ability to communicate effectively in person and in writing.		A, I
	Ability to deal with issues in a diplomatic, professional and confidential manner both verbally and in writing. A good understanding of handling confidential/ personal information.		A, I
	Ability to support and coordinate volunteers.		A, I
Special Qualities or Aptitudes	Ability to be self-manage a wide and diverse workload.		A, I
	Flexibility in performing duties to achieve objectives.		A, I
	Understand and be in sympathy with the aims and work of Tynedale Methodist Circuit and The Methodist Church in Great Britain	Knowledge of the structures and processes of the Methodist Church.	A, I
	Current and active member of a Christian Church which is part of Churches Together in Britain and Ireland		A, I
	Satisfactory Enhanced Disclosure from the Disclosure & Barring Service		DBS Application

Key: Q - Qualifications Records, A - Application, I - Interview, E - Exercise

APPLICATION FORM FOR AN APPOINTMENT IN THE TYNE DALE METHODIST CIRCUIT

CONFIDENTIAL

To be completed by the employing body prior to issue:

POST:	Enabling Services Manager
METHODIST CHURCH/CIRCUIT:	Tynedale Circuit
CIRCUIT NO.	20/8
DISTRICT:	Newcastle Upon Tyne
PLEASE RETURN THE COMPLETED APPLICATION FORM TO:	<p>Rev'd Paul Dunstan Westfield, Westfield Terrace Hexham Northumberland NE46 3DJ</p> <p>E-mail: revpauldunstan2016@outlook.com</p> <p>Telephone: Manse/Home - 01434 603761</p>
CLOSING DATE:	Friday 22 nd January 2021 at 12 Noon

Please complete this application in black ink or black type

1. PERSONAL DETAILS

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

Post applied for:

Enabling Services Manager

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:

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 Hexham Trinity Methodist Church can confirm any offer of appointment e.g. Passport or birth certificate.

Are you a UK or EU/EEA Citizen? (Please tick) Yes No

If not, 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

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 No

If yes, please supply further details:

EQUAL OPPORTUNITIES: In order to assist us to monitor and evaluate the delivery of our vision for diversity and equality - we would appreciate it if you will complete the enclosed equality and diversity monitoring form. The information provided will be used for statistical purposes only and your assistance in completing this questionnaire will be appreciated.

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.
- Along with this application you 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.
- Pages 1 to 3 of this form and the equal opportunities form will be removed by the Church Office before the applications are circulated to the interviewing panel for shortlisting.
- 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	Enabling Services Manager
METHODIST CHURCH/CIRCUIT	Tynedale Methodist Circuit
CIRCUIT NO.	20/8
DISTRICT	Newcastle Upon Tyne
CLOSING DATE	Friday 22 nd January 2021 at 12 Noon

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.

7. Additional Information

You are welcome to give additional information, which may be written, in the space below.

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:**

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:

Equality and Diversity Monitoring Form

Tynedale Methodist Circuit aims to have a workforce that reflects the diversity of talent, abilities and skills of our communities. This means that in line with the Equality Act 2010, we will monitor the composition of our workforce to ensure that it is representative and that all staff is treated equally and fairly.

If you do not wish to complete any section of this form, please tick the appropriate 'prefer not to say' box.

This monitoring form will be detached from the application form prior to short listing. It will not be seen by those involved in the recruitment process. The information provided by you will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality and diversity.

The information you provide will be held in the strictest confidence and adhere to the provisions of the Data Protection Act 1998.

Name:	
Post applied for :	Enabling Services Manager

Age:	16 - 17	18 - 21	22 - 30	31 - 40	41 - 50
	51 - 60	61 - 65	66 - 70	70 +	

Sex :	Male	Female	Prefer not to say
	Is the sex you indicated the same as your sex at birth?		
	Yes	No	

Nationality:

<i>Asian or Asian British</i>	Bangladeshi	<i>Black or Black British</i>	African
	Indian		Caribbean
	Pakistani		Other black background
	Other Asian background		
<i>Chinese</i>	Chinese	<i>Mixed</i>	White & Asian
			White & Black African
			White & Black Caribbean
			Other mixed background
<i>White</i>	British	<i>Other ethnic group</i>	Other
	Irish		
	Other white background		Any other ethnic group please specify

Religion/Belief/Faith:					
Baha'i	Buddhist	Christian	Hindu	Jain	Jewish
No Religion	Muslim	Sikh	Other (please specify)		Prefer not to say

Sexual Orientation:					
Bisexual	Gay man	Gay woman/ lesbian	Heterosexual /straight	Other (please specify)	Prefer not to say

Disability:			
<i>The Equality Act 2010 defines disability as "a physical or mental impairment which has a substantial & long term effect on a person's ability to carry out normal day to day activities".</i>			
Do you consider yourself to have a disability?	Yes	No	Prefer not to say
If Yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise below:			

Thank you for assisting us by completing the Questionnaire