



CANDIDATE INFORMATION PACK

Circuit Administrator

Castle Eden Methodist Circuit

Closes to applications: **Saturday 28th February 2026, Midday**



About our Circuit

We are proud to be part of the [Methodist Church of Great Britain](#)

“The calling of the Methodist Church is to respond to the gospel of God’s love in Christ and to live out its discipleship in worship and mission.”

Taken from the hymn by Charles Wesley StF658v2 the mission of the Castle Eden Methodist Circuit is **”to serve the present age our Calling to fulfil”**. Along with the wider Methodist Church, we will respond to the gospel of God’s law in Christ and live out our discipleship in worship and mission in an ever-changing world. We will do this through evangelism, learning and caring, service and worship and, where possible, do this in partnership with others

The Circuit is in the [Darlington Methodist District](#) and covers the NE Coastal area of Seaton Carew to Easington Colliery and inland to Coxhoe. Although the churches in the many pit villages have closed Methodist input continues to be requested for civic and other events in the various communities

By June 2026 worship will be held at Central Estate and joint with St George's URC in Hartlepool; alternate between Peterlee and Easington Colliery - a building now leased to Focus Easington operating as 'The Welcome Centre'; and at Milbank (Station Town). In addition Horden and Seaton Carew are leased and the former Westbourne now operates as six8nine a community facility with Christian input offered by the community missioner

The staffing of the circuit will be changing during 2026 as we change from 2 ordained ministers and a circuit administrator to one minister with an administrator and a property and finance manager. In addition there is a community missioner, five volunteer circuit stewards and a safeguarding officer who make up the leadership team

I look forward to receiving your application

Rev Beverly Hollings
Superintendent Minister
Castle Eden Methodist Circuit



Job description

Job title:	Circuit Administrator
Employing body:	Castle Eden Methodist Circuit
Key relationships: <i>(Internal)</i>	Superintendent Minister Circuit Leadership Team (CLT) Church and Circuit Officers, Staff and Volunteers
Key relationships: <i>(External)</i>	District Administrator
Purpose of role:	To work with and support the Superintendent Minister and CLT by providing relevant and effective administrative support

GENERAL REPSONSIBILITIES

- Become the recognised and trusted point of contact for general enquiries within the Circuit (including directing requests for baptisms and weddings to appropriate people)
- Provide secretarial and administrative support to the Superintendent Minister and CLT
- Schedule meetings and organise Circuit events as asked to do so
- Complete general administrative duties, including the preparation, updating and distribution of the Circuit Directory and monthly Worship at Home and Circuit News
- Collate and input information from Churches and Local Preachers onto the Circuit planning documents, distributing as appropriate
- Collect data for all necessary statistical returns and schedules working collaboratively with the Circuit Superintendent prior to submission
- Attend meetings and act as minute taker as required (Circuit Meeting, CLT, etc.)
- Maintain general circuit records and data bases
- Act as GDPR champion ensuring that the annual audit is completed and that changes to processing data are communicated
- Distribute relevant District and Connexional information to local churches efficiently
- Order supplies as required including stationary, communion wine, prayer handbooks, membership tickets, minutes of conference and CPD
- Keep trustee details up to date on the Charity Commission website and assist with the submission of the trustee annual report
- Assist the circuit archivist in maintaining records of deeds and archives
- Maintain licences and arrangements to enable online working, worship and meetings

SAFEGUARDING

- Provide relevant administrative support to the Circuit Safeguarding Coordinator
- Complete and keep a record of authorised DBS checks
- Initiate new DBS checks and verify documents
- Maintain training records communicating reminders to individuals as and when refresher and/or other relevant training is needing to be completed
- Assist the Circuit Safeguarding Officer with the annual safeguarding audit and attend as appropriate any follow up meetings with the Regional Officer for Safeguarding

FINANCE

- Provide support and liaise with the Circuit Treasurer on relevant matters of finance, including checking expenses claims
- Organise the distribution of finance schedules, monitoring their return and accuracy forwarding on to the Circuit Treasurer
- Assist with the administration of grant applications to District, Connexional and others

PROPERTY

- Provide support and liaise with the property lead and CLT on relevant property matters
- Assist the property lead in completing the online property consents website

PUBLICITY

- Develop, maintain and keep updated the Circuit website and social media platforms
- Ensure Circuit events are advertised via the local press, social media and website

OTHER REQUIREMENTS

- Be an active and engaged member of the Circuit staff team
- Engage positively with Line Management
- Commit to work flexibly, to include some evening working
- Commit to embed and promote good practice with GDPR, data protection and safeguarding in line with Methodist Policy
- Prepare and deliver reports and attend meetings as asked to do so
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving vision and mission of the Circuit

Applicants will need to demonstrate a respect for and an understanding of the ethos and values of the Methodist Church of Great Britain



Person specification

QUALIFICATIONS AND TRAINING

- Good understanding and use of written and spoken English (Essential)
- Recognised qualification in business administration or similar (Desirable)

EXPERIENCE, KNOWLEDGE AND APTITUDES

Experienced in:

- An administrative or office support role (Essential)
- Strong IT, spreadsheet and database skills (Essential)
- Proficient in the use of Microsoft Office (Essential)
- Collecting, collating and reporting statistical data (Essential)
- Working in a financial administrative role (Desirable)
- Updating and managing social media platforms and websites (Desirable)

Knowledge and understanding of:

- Safeguarding practices within the workplace (Desirable)
- How to handle and retain data and information (Essential)

Qualities and Aptitudes:

- An active listener with excellent interpersonal skills (Essential)
- Able to develop trusted relationships with ordained and lay stakeholders (Essential)
- Able to identify opportunities to improve and streamline processes (Essential)
- Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences (Essential)
- Able to manage a fluctuating workload, adhering to targets and deadlines (Essential)
- Able to react and adapt positively to changing priorities and circumstances that meet the current and future needs of the Circuit and our church communities (Essential)

OTHER REQUIREMENTS

- Have a Christian faith (Desirable)
- Be aware of issues of equality, diversity and inclusion (Essential)
- Maintain a good understanding of the culture and values of the Circuit (Essential)



Additional information

GENERAL TERMS OF EMPLOYMENT

Working arrangement:	Based from suitable church premises within the Circuit Occasional home working in agreement with your Line Manager Able to travel freely across the Circuit Occasional evening working will be necessary
Rate of pay:	£13.45 per hour in line with the Living Wage Foundation
Hours:	8 per week (0.2FTE) We are open to conversation around existing commitments and will consider requests for core working hours, or similar
	The nature of the post may, from time to time, require additional hours to be worked in agreement with your Line Manager, which will be paid at your standard hourly rate of pay
Benefits:	Above statutory annual leave entitlement Workplace pension scheme (optional) Flexible working arrangements Development and training opportunities
Responsible to:	The Superintendent Minister
Responsible for:	N/A
Anticipated start:	Spring 2026



Application process

INFORMAL CONVERSATION:

If you have any questions, or if you would value an informal conversation before making an application, please contact [Rev Bev Hollings](#) by email at beverly.hollings@methodist.org.uk

WHAT YOU NEED TO SUBMIT:

A completed Methodist Church [application form](#)

WHERE TO SEND YOUR APPLICATION:

Submit applications by email to [Andrew Crawford](#) at hr@darlingtonmethodistdistrict.org.uk

TIMELINE FOR MAKING AN APPLICATION:

Applications will be received until Midday on Saturday 28th February and face-to-face interviews for those shortlisted will be held soon after at local Church premises

IMPORTANT INFORMATION:

Data Protection: The information you provide will be held in confidence and processed in line with our Privacy Policy. If successful in your application the information will be used to administer your employment. By making an application, we assume you agree to the processing of your data in line with our Privacy Policy

Equal Opportunities: We are committed to building a diverse and inclusive workplace. To help us monitor how we are doing and identify any barriers in our recruitment process, we invite applicants to complete the Equal Opportunities form found [here](#)

Adjustments: If you need adjustments making during the recruitment process please make us aware or provide us with any information that you feel relevant whilst we consider your application. We will be supportive in discussing reasonable adjustments at all stages

