

Job Description

Job Title:	Office Junior Administrator
Location:	District Office, St Johns, Isle of Man
Employed By:	Isle of Man Methodist District
Responsible to:	District Administrator

Aims and objectives

To support the day-to-day office operations, providing administrative assistance to the Methodist Circuit staff and officers. Contributing to the overall efficiency and productivity of the office environment.

Duties and Responsibilities:

1. Administrative Support:
 - Assist in handling general office tasks such as photocopying, filing, and data entry.
 - Logging, publishing and printing service sheets
 - Maintain and organize office supplies, ensuring inventory levels are adequate.
 - Provide support to District administrator and District Chair as needed.
 - On occasion taking accurate notes/ minutes reflecting the matters under discussion, the actions agreed and the person(s) responsible for actions.
 - Helping to prepare agendas for meetings.
 - Updating the Directory and ensuring compliance with requirements.
 - Maintaining the mailing list and sending mailers as and when needed.
 - Assisting in database management e.g. safeguarding training records
 - Assisting in the implementation of GDPR regulations
2. Communication:
 - Manage phone calls and correspondence (e-mail, letters, packages etc.)
 - Answer and direct phone calls, take messages, and relay information to the appropriate personnel.
 - Respond to emails and inquiries, providing courteous and professional assistance.
 - Assisting with communications by gathering information for the website and newsletter and help to produce the latter on a regular basis.
3. Document Management:
 - Organise and maintain physical and digital filing systems for documents, records, and correspondence.
 - Assist in the creation and formatting of documents, reports, and presentations.
4. Meeting Coordination:
 - Schedule and coordinate meetings, appointments, and conference calls.

- Prepare meeting rooms, including arranging necessary equipment, materials and refreshments.
5. Visitor Reception:
- Greet and assist visitors, clients, and vendors in a friendly and professional manner.
 - Manage visitor sign-in processes and ensure a positive first impression.
6. Team Collaboration:
- Collaborate with colleagues to support various projects and initiatives.
 - Foster a positive and collaborative work environment.
 - Scheduling meetings and helping manage the District Chair’s diary.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Terms and Conditions:

Terms of appointment:	Permanent
Location	The Employee’s place of work is at the District Offices, St Johns, Isle of Man. It may also be necessary for the Employee to attend meetings on occasion elsewhere which may be outside normal working hours and outside of Douglas. Travel expenses would be reimbursed.
Remuneration:	The salary will be £12.01 per hour. The salary is reviewed annually. Payable monthly, normally the 15th of the month.
Hours of work	17.5- 20 hours per week with core hours to be worked between 11:30am and 3pm each day to allow for cross over with the District Administrator and to cover the office in the afternoon.
Expenses	By Exception
Holiday entitlement	20 days annual leave entitlement per year plus ten days in lieu of public holidays in accordance with the Bank Holiday Order published annually by Tynwald. (these will be pro-rata for part-time workers)
References	Appointment will be subject to satisfactory references
Probationary period	Appointment will be subject to the satisfactory completion of up to three-month probationary period.
Criminal Reference clearance	Appointment will be subject to a satisfactory basic Disclosure and Barring Service clearance.