

Role Outline for Volunteer

Role title: Personal Assistant to the Minister

Location: Coventry Methodist Central Hall

Overall purpose: To support the Minister with administration

Responsible to: The Minister

Relationships (internal): The Minister, Coventry Methodist Central Hall Leadership Team

Relationships (external): The Superintendent Minister, Circuit Ministry and Leadership Teams, The Circuit Administrator, The District Leadership Team

Duration of appointment: 3 Years

Availability: Recommended time commitment of a minimum of 4 hours per week

Review: Work to be reviewed every 2 months by the Minister

Training: As required and a commitment to complete Foundation Safeguarding Training

Supervision and Support: The Minister

Expenses: Travel necessarily incurred in the performance of duties will be reimbursed when travelling outside your home circuit. Training materials will be provided or costs reimbursed.

Accountability: The Minister

Workforce (for DBS): Limited contact with Children and vulnerable Adult Workforce. This role will be required to have enhanced and barring check if specialist areas of involvement are related to children's work **Part 1**

The appointment will be subject to satisfactory references.

The Appointment is subject to the completion of a satisfactory probationary period

Key Responsibilities

The following duties will be undertaken as part of the role outlined above. All roles within the District carry with them the responsibility to take the safeguarding of children and vulnerable adults seriously and any concerns that arise within them should be reported as per Local District Safeguarding Policy.

- To support the Minister in performing their daily tasks, to help them prioritise and manage their time effectively by keeping the diary.
- To book rooms and circulate the details of meetings.
- To record and circulate the minutes of meetings.
- To liaise with internal and external contacts as required, in person, by email and telephone.
- Any other duties and responsibilities, identified by the Minister within your capabilities and level of responsibility, in order to meet the needs of the Church.

Skills and Attributes

Attributes	
Experience	Proven ability to communicate professionally, courteously and effectively with visitors, church members and Circuit/District staff both verbally and in writing and meet their needs. Confidentiality is essential.
Education	5 GCSEs including Maths and English
Knowledge and Skills	Working knowledge of Word, Excel and PowerPoint
	Strong command of English language
	Excellent organisation and people management skills
	Ability to prioritise and multitask efficiently
	Attention to detail
Beliefs and Values	A member of the Methodist Church or regular attendee
Personal Qualities	Effective communication skills
	Discretion and tact
	Adaptability
	Well organised
DBS application	Satisfactory Enhanced disclosure from the Disclosure & Barring Service

