



**EASINGWOLD**  
**METHODIST CHURCH**

Job Information Pack

## **Church Administrator (Part-time)**

Easingwold Methodist Church, YO61 3AE

Closing date: **Midday, Friday 16<sup>th</sup> January, 2026**

Interview date: **Monday 2<sup>nd</sup> or Wednesday 4<sup>th</sup> February, 2026**

We reserve the right to close the vacancy earlier than this date should sufficient applications be received.  
Interviews will be held in-person in at Easingwold Methodist Church.

# JOB DESCRIPTION

<b>Job title:</b>	Easingwold Methodist Church Administrator (Part Time).
<b>Employed by:</b>	York Methodist Circuit.
<b>Location:</b>	Easingwold Methodist Church, Chapel Street, Easingwold, York, North Yorkshire, YO61 3AE.
<b>Reports to:</b>	Accountable to the trustees of Easingwold Methodist Church through an appointed Line Manager, Rev Alex Middleton-Laing.

We seek to appoint an administrator to coordinate and contribute to the administrative support of the minister, stewards and other church post holders, notably in financial and property management, room bookings, website administration, and meeting administration.

The successful applicant will develop awareness of the Church in the community through sharing information on our website and through promoting our facilities for room hire.

## Main responsibilities:

### General duties:

- Proactively support the Easingwold Methodist Church Leadership team.
- Act as Secretary for the Church Council and other committees as requested.
- Be the point of contact for general enquiries, re-directing and responding as appropriate.
- Regularly update the church noticeboards (internally and externally).

### Room bookings:

- Oversee room bookings, including liaising with potential hirers, issuing hire agreements, producing invoices and managing payments.
- Promote our facilities to those in the community and surrounding areas.
- Maintain our website calendar, ensuring all bookings are clearly listed.
- Maintain accurate key holder records in line with Methodist Policy.

### Financial:

- Support the Treasurer in church finance matters. In particular:
  - Record income and expenditure, ensuring transactions reconcile with the church's bank statements on a monthly basis.
  - Help produce financial reports for Church Council and other committees.
  - Ensure payments/receipts are received and recorded accurately ready for submission to the externally appointed Accountant.
  - Monitor church bank accounts, ensuring money is assigned and allocated appropriately to meet payments.
  - Complete and submit Gift Aid returns to HMRC.

### Property:

- Support the Property Steward in church maintenance and upkeep matters. In particular:
  - Be the primary point of contact for external suppliers.

- Obtain quotes for required work as needed and, once approved by Church Council, organise the work to be completed around use of the building.
- Conduct and record fire alarm and emergency lighting tests as required.
- Arrange the servicing of different apparatus according to schedule (e.g., boiler, fire alarms, fire extinguishers, emergency lighting, automatic doors, small electrical appliances – PAT testing.)
- Read and submit utility meter readings, including solar panelling
- Assist with the annual property, risk and fire risk assessments.

#### Website administration:

- Maintain and update the church website with events, photographs, articles, sermon recordings and relevant documents.

#### Other requirements:

- Prepare and deliver reports and attend as asked to do so relevant Church meetings.
- As requested by your Line Manager, undertake all other reasonable duties that support the evolving mission at Easingwold Methodist Church.

#### **Summary of terms and conditions:**

<b>Contract type:</b>	Part-time Permanent Contract.
<b>Working hours:</b>	<b>8 hours</b> per week.
<b>Work pattern:</b>	A flexible working pattern.
<b>Rate of pay:</b>	<b>£15-£16.50</b> per hour (Actual: £6240-£6864 / FTE: £28,860-£31,746)
<b>Location:</b>	Easingwold Methodist Church, YO6 13AE.
<b>Annual leave:</b>	Annual leave for this post is calculated to be <b>52.8 hours</b> .
<b>Pension:</b>	There is a contributory pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
<b>Probationary period:</b>	Offers of employment are conditional on the satisfactory completion of a 6-month period of probationary service. We reserve the right to extend this up to a maximum of 12-months.
<b>DBS disclosure:</b>	Offers of employment are conditional on a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS).
<b>Right to work:</b>	Offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
<b>Training:</b>	There will on occasion be the need for training to be completed that is relevant to the role and to the requirements of the Methodist Church.

# PERSON SPECIFICATION

**Job title:** Easingwold Methodist Church Administrator (Part Time).  
**Employed by:** York Methodist Circuit.  
**Location:** Easingwold Methodist Church, Chapel Street, Easingwold, York, North Yorkshire, YO6 13AE.

**Reports to:** Accountable to the trustees of Easingwold Methodist Church through an appointed Line Manager, Rev Alex Middleton-Laing.

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<b>Training and Qualifications</b>			
Good understanding and use of written and spoken English	Yes		A, I
Recognised qualification in business administration or similar.		Yes	A, I, Q
Recognised qualification in finance or accountancy.		Yes	A, I, Q
<b>Knowledge, Skills and Experience</b>			
Previous experience in an administrative or office support role.	Yes		A, I
Previous experience of working in a financial administrative role.		Yes	A, I
Strong IT, spreadsheet and database skills, proficient in the use of Microsoft Office.	Yes		A, I
Experience in updating and managing social media platforms and websites.		Yes	A, I
Experience in collecting, collating and reporting statistical data.		Yes	A, I
Knowledge and understanding of safeguarding practices within the workplace.		Yes	A, I
Good understanding of how to handle and retain data and information.	Yes		A, I
<b>Qualities and Aptitudes</b>			
Able to react and adapt positively to changing priorities and circumstances in order to meet the current and future needs of our church community.	Yes		A, I
Able to work under pressure and meet deadlines whilst demonstrating excellent organisation skills, reliability, integrity, and discretion.	Yes		A, I
Able to establish and develop positive and trusted relationships with a diverse range of stakeholders, both internal and external to the Church.	Yes		A, I
Able to communicate well in-person or by letter, email and telephone.	Yes		A, I
Able to identify opportunities to improve and streamline processes.	Yes		A, I
Awareness and understanding of issues of confidentiality with a commitment to maintain appropriate confidences.	Yes		A, I
<b>Any Other Requirements</b>			
Be supportive of the ethos and values of the Methodist Church.	Yes		A, I
Awareness of and a sensitivity to issues of equality, diversity and inclusion.	Yes		A, I
A commitment to work from time to time irregular hours, to include evenings.	Yes		A, I
A commitment to embed and promote good practice with GDPR, data protection and safeguarding in line with Methodist Policy.	Yes		A, I
To be an active participant in any relevant communities of practice.	Yes		A, I
A satisfactory disclosure from an enhanced DBS check.	Yes		DBS

## Assessment:

**A:** Application form; **I:** Interview; **Q:** Proof of Qualification; **P:** Presentation; **E:** Exercise

# NEXT STEPS

## Next steps:

General enquiries and informal conversations about the role are actively encouraged. In the first instance we ask that you direct these by email to Mrs Jocelyn Pearson, Senio Steward by email at [info@easingwoldmethodists.org.uk](mailto:info@easingwoldmethodists.org.uk)

- Click [here](#) to download an application form.
- Click [here](#) to return your completed application form.

## Anticipated timeline:

A start date as soon as possible is available and will be discussed at interview stage.

<b>1. Closing date:</b>	Midday, Friday 16 <sup>th</sup> January, 2026
<b>2. Interview date:</b>	Monday 2 <sup>nd</sup> or Wednesday 4 <sup>th</sup> February, 2026

1. We reserve the right to close the vacancy earlier than this date should a sufficient number of applications be received.
2. Interviews will be held in-person at Easingwold Methodist Church.

# IMPORTANT NOTES

## **Adjustments:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application.

If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

If you have any questions about how we recruit you can contact us by clicking [here](#).

## **Entitlement to work in the UK:**

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

## **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

## **References:**

Any job offer will be conditional subject to receipt of satisfactory references. We reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or most recent employer, the second from a previous employment. It is important that both referees are able to comment on your suitability to the role.

## **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions. Whilst having a criminal record does not automatically bar you from working with us this will depend on the job that you have applied for and the nature of the conviction.

## **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

## **Equality, diversity, and inclusion:**

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless stated that an 'Occupational Requirement' is in place for a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.