

Administrative & Pastoral Support Worker - TERMS AND CONDITIONS

Lay Employee in the Location: Brownhills & Willenhall Circuit
Various across Circuit

Responsible to: The Lay Employee will be employed by the Brownhills & Willenhall Circuit and will be under the supervision of the management group. The line manager will be the Superintendent Minister

Purpose and Objectives: To be part of the Ministry Team, supporting the Superintendent Minister and Circuit with administration and to provide pastoral support as needed and as directed by the Superintendent.

- Terms of appointment: Fixed Term for 3 years.
- The salary will be £8.84 per hour.
- Normal working pattern: 20 hours per week.
- Opportunities for study and for training in agreement with the management group.
- All reasonable expenses will be reimbursed.
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. Lay employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least one day free of responsibilities each week.
- 28 days statutory annual leave entitlement per year (pro-rata for part-time Workers).
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure and attendance of Safeguarding training.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to three-month probationary period.

Last Date Modified: 20th November 2018