



# The Methodist Church

## Wiltshire United Methodist Church

### CIRCUIT MANAGER - APPLICATION PACK

Thank you for your interest in the post of Circuit Manager. This application pack provides the information you need to decide whether the role is right for you. Before applying, please note the following five essential requirements:

|                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Show an understanding of Christian values                                                                                                                        |
| Prove you have the right to work in UK                                                                                                                           |
| Have a full driving licence and access to a vehicle                                                                                                              |
| Enhanced DBS (Disclosure & Barring) to be in place before employment commences. Offer of employment will be subject to this condition.                           |
| Agreement to complete Advanced Safeguarding Training for the Methodist Church by end of probation period. Offer of employment will be subject to this condition. |

Applications from candidates who are unable to meet all five essential requirements will not be considered.

### **Background**

The Wiltshire United Methodist Circuit will be formed on 1 September 2026, following the dissolution of the Wiltshire United Area (Methodist/United Reformed Church).

The new circuit incorporates Bradford on Avon United Church\*, Bromham Methodist Church, Calne Methodist Church, Corsham St Aldhelm's, Devizes St Andrew's\*, Market Lavington United Church\*, Melksham United Church, Steeple Ashton Methodist Church, Warminster United Church\*, Wesley Road United Church\*, Westbury Methodist Church, Whitley Methodist Church and Winsley Methodist Church.

These are served by a Methodist Superintendent Minister and a team of lay preachers and supernumerary (retired) ministers. Two United Reformed Church (URC) Ministers cover the United Churches marked \* above.

There will be a Covenant and Partnership Agreement which means United Reformed Churches in the old Wiltshire United Area are included in the quarterly preaching plan. These are served by the two URC ministers.

## Purpose of the Role

The Circuit Manager role has been created to provide essential administrative, organisational and financial support across the Circuit. As a newly formed Circuit, there is a significant requirement to establish consistent systems, ensure compliance with Methodist and statutory requirements, and support effective communication between churches, officers, volunteers and the wider District and Connexion.

The postholder will play a key part in ensuring the smooth running of Circuit operations, including financial administration, safeguarding and GDPR compliance, property processes, website management, meeting administration, and the production of the quarterly preaching plan. The role is home-based but will involve travel to churches and venues across the Circuit.

This is a new post, and responsibilities may evolve as the Circuit develops. The postholder will therefore need to be adaptable, proactive and confident working independently as well as collaboratively with ministers, officers and volunteers.

Start Date: 1 September 2026 or earlier if available

## Explanation of Terms used

**A Methodist Circuit** is the basic organisational unit of the Methodist Church in Britain: a group of local churches served by a team of ministers and lay preachers, working together for worship, mission, and pastoral care. This structure is central to how Methodism operates.

**A Superintendent Minister** is appointed to lead a Methodist Circuit, providing oversight of its ministers, churches, governance and mission. This role is described in the Methodist Church's official guidance as a "vital role in the life of the Methodist Church", responsible for both practical leadership and spiritual oversight.

**Circuit Leadership Team (CLT)** is the core group responsible for the strategic direction, mission, and day-to-day operations of a Circuit. The CLT is made up of volunteers and paid ministerial/lay staff. It provides collaborative leadership, pastoral care, and support to the group of local churches that make up the Circuit. As this is a new circuit, the CLT will meet every month for the first year. After which, the frequency of meeting will be reviewed.

**Circuit Meeting** is the central governing and decision-making body for the Circuit. It meets 3-4 times a year and all churches in the circuit are represented. Additional meetings may be called to cover extraordinary circumstances.

**The Preaching Plan** is the official rota which shows who is leading and preaching at every service across the Circuit, usually covering a quarter (three months) at a time. It is a core part of Methodist organisation and worship life.

**Bristol Methodist District (the District)** is the regional grouping of Circuits. It covers a vast area of over 7,500 square miles, spanning Gloucestershire, Greater Bristol, large parts of Somerset, and Wiltshire.

**Synod** is the governing council of the District. It serves as a vital bridge between the national Methodist Conference and Circuits.

| JOB DESCRIPTION                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Job Title                                                                                                                                                                                                                                                                                                                                             | Circuit Manager                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
| Reports to                                                                                                                                                                                                                                                                                                                                            | Superintendent Minister            | Location                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Home-based with travel across the Circuit |
| Circuit                                                                                                                                                                                                                                                                                                                                               | Wiltshire United Methodist Circuit | Salary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £20,105 for 21 hours per week             |
|                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
| Responsible to:                                                                                                                                                                                                                                                                                                                                       |                                    | Managing Trustees of Wiltshire United Methodist Circuit and line managed by the Superintendent Minister.                                                                                                                                                                                                                                                                                                                                                                                                                      |                                           |
| Working Relationships:                                                                                                                                                                                                                                                                                                                                |                                    | The postholder will work closely with: <ul style="list-style-type: none"><li>• The Superintendent Minister</li><li>• Circuit Leadership Team (CLT)</li><li>• Circuit Finance Lead</li><li>• Circuit HR and Staffing Lead</li><li>• Circuit Safeguarding Officer</li><li>• Circuit Property Stewards and an external third party (Wrights Letting Agents)</li><li>• Ministers, Local Preachers and Worship Leaders</li><li>• Church officers and volunteers</li><li>• District Office and District Managers’ Network</li></ul> |                                           |
| Responsible for:                                                                                                                                                                                                                                                                                                                                      |                                    | The postholder will not have direct line management responsibility but will regularly coordinate volunteers, safeguarding contacts, property stewards and church officers.                                                                                                                                                                                                                                                                                                                                                    |                                           |
| Job Purpose and Objectives                                                                                                                                                                                                                                                                                                                            |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |
| The Circuit Manager provides high-quality administrative, organisational and financial support across the Wiltshire United Methodist Circuit. The postholder works closely with the Superintendent Minister, Circuit Leadership Team (CLT), church officers and volunteers to ensure smooth operations, compliance, communication and record-keeping. |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                           |

## Main Responsibilities

This details what actually needs to be done, i.e. the duties and expected outcomes.

### 1. Bookkeeping & Financial Administration

- Manage day-to-day Circuit finances.
- Prepare financial documents for CLT and Circuit Meeting.
- Send out Standard Form of Accounts and ensure timely return.
- Reconcile assessment payments and follow up as required.
- Act as Circuit Bookkeeper.

### 2. GDPR & Safeguarding

- Ensure Circuit and churches remain GDPR-compliant.
- Act as Circuit Data Manager.
- Support the Safeguarding Officer with DBS checks and training records.
- Maintain central safeguarding and DBS compliance records.

### 3. Property Administration

- Distribute summer checklists and annual returns.
- Maintain property consent requests on the Online Suite.
- Manage utility contracts for manses.
- Arrange quinquennial inspections and gas safety checks.
- Liaise with Methodist Insurance and Wrights Letting Agency.
- Support churches with grant applications.

### 4. Preaching Plan

- Introduce and manage CHRESTOS plan-making software.
- Collate appointments with Local Preachers, ministers and churches.
- Produce, format and distribute the quarterly Circuit Plan.
- Update the Circuit website with relevant information.

### 5. Circuit Website & Communications

- Set up and maintain the new Circuit website.
- Ensure information is accurate and up to date.
- Circulate information from District, Connexion and churches.
- Maintain and distribute the Circuit Directory.

## **6. Meetings Administration**

- Prepare agendas for CLT and Circuit Meetings.
- Attend meetings, take minutes and distribute them.
- Collate reports and ensure timely circulation.

## **7. Annual Statistics & Reporting**

- Distribute and collate information required by Connexion.
- Input data into the Online Suite.
- Ensure all Circuit information is up to date.

## **8. Charity Commission Compliance**

- Ensure Trustees complete annual forms.
- Maintain Trustee information on the Charity Commission website.
- Input end-of-year information.

## **9. Circuit Events**

- Support the Superintendent and CLT in organising Circuit events, courses and gatherings.

## **10. District & Synod Liaison**

- Attend District Manager meetings.
- Respond to District Office requests.
- When hosting Synod: book venue, arrange catering, volunteers, PA/sound, music, and coordinate on the day.

## **11. Troubleshooting & General Administration**

- Act as the administrative point of contact for the Circuit.
- Respond to queries and provide guidance.

## **12. Management & Accountability**

- Meet regularly with the Superintendent Minister.
- Maintain accurate records of work undertaken.
- Provide reports as required.
- Engage in annual appraisal.
- Manage authorised expenditure within Circuit budgets.

The postholder will be expected to undertake any other reasonable duties that are consistent with the nature and scope of the role, as may be required from time to time. As this is a new post, responsibilities may evolve as the role becomes established, and the postholder will be expected to work flexibly in response to the developing needs of the Circuit.

## Terms and Conditions

- Terms of appointment: 3 year fixed term contact
- The salary/rate of pay will be: £20,105 per annum
- Normal working pattern: 21 hours per week, flexible, including some evenings/weekends. 21 hours per week, worked flexibly to meet the needs of the Circuit. This will include some evening work and occasional weekend commitments. The pattern of hours may vary from week to week depending on meetings, events, and operational requirements.
- All reasonable expenses will be reimbursed and an annual allowance given for training.
- You will be expected to use a car for this job.
- 28 days annual leave entitlement per year pro-rata (20 days per year – including bank holidays for this post).
- 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.
- Appointment will be subject to right to work in the UK
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure prior to commencement and the completion of Advanced Safeguarding Training of the Methodist Church by end of probation period.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of a three-month probationary period.
- Opportunities for study and for training.

Please Note: This is a new role within the Wiltshire United Methodist Circuit, and the duties and workload will be reviewed regularly as the post becomes established. As part of this review process, the Circuit reserves the right to adjust the contracted hours in future years to ensure they remain appropriate to the assessed workload and operational needs of the Circuit. Any changes will be discussed with the postholder in advance and implemented in line with Methodist employment guidance and good practice.

## PERSON SPECIFICATION

|                                                         | Essential | Desirable | Method of Assessment |
|---------------------------------------------------------|-----------|-----------|----------------------|
| <b>Education &amp; Training</b>                         |           |           |                      |
| A Level / Level 3 NVQ or equivalent                     | ✓         |           | Q / I                |
| Professional qualification in administration or finance |           | ✓         | Q / I                |

| Proven Ability                                                                                     |   |   |       |
|----------------------------------------------------------------------------------------------------|---|---|-------|
| Administrative and financial experience                                                            | ✓ |   | A / I |
| Ability to prepare financial information                                                           | ✓ |   | A / I |
| Website/online systems                                                                             | ✓ |   | A / I |
| Charity legislation                                                                                | ✓ |   | A / I |
| Planning and budgeting                                                                             | ✓ |   | A / I |
| Experience managing finances                                                                       |   | ✓ | A / I |
| Understanding Circuit/church finance                                                               |   | ✓ | A / I |
| Maintaining Charity Commission records                                                             |   | ✓ | A / I |
| Special Knowledge & Skills                                                                         |   |   |       |
| Strong organisational skills                                                                       | ✓ |   | A / I |
| Safeguarding knowledge                                                                             | ✓ |   | A / I |
| Microsoft 365                                                                                      | ✓ |   | A / I |
| Online church administration software                                                              | ✓ |   | A / I |
| Financial software                                                                                 | ✓ |   | A / I |
| Experience supporting preaching plans                                                              |   | ✓ | A / I |
| Broad administrative experience including minute taking                                            |   | ✓ | A / I |
| Fundraising                                                                                        |   | ✓ | A / I |
| Other Requirements                                                                                 |   |   |       |
| Understanding of Christian values                                                                  | ✓ |   | A / I |
| Enhanced DBS (Disclosure & Barring) to be in place by commencement of employment.                  | ✓ |   | A / I |
| Advanced Safeguarding Training for the Methodist Church to be completed by end of probation period | ✓ |   | A / I |
| Right to work in UK                                                                                | ✓ |   | A / I |
| Full driving licence and access to a vehicle                                                       | ✓ |   | A / I |

Method of Assessment: A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## APPLICATION PROCESS

Please complete the Application Form, together with the Equal Opportunities Monitoring Form and return to:

**Mrs Jan Sayers – HR and Staffing Lead**  
**Wiltshire United Circuit**  
**c/o Calne Methodist Church**  
**Silver Street**  
**Calne SN11 0JA**  
e-mail: [calne.methodist.church@gmail.com](mailto:calne.methodist.church@gmail.com)

Applications must be received by 5.00pm on Tuesday 14 July.

We will acknowledge receipt of all applications and notify candidates whether or not they have been shortlisted.

If you need to submit your application in an alternative format because of a disability or access need, please contact us to discuss how we can support you.

## KEY DATES

|                                                                |                                |
|----------------------------------------------------------------|--------------------------------|
| Closing date for applications                                  | 5.00pm on Tuesday 14 July 2026 |
| Shortlisting and candidates notified                           | Friday 17 July 2026            |
| Interviews held                                                | Friday 24 July 2026            |
| Successful candidate notified                                  | Monday 27 July                 |
| References taken, DBS check and safeguarding training arranged | August 2026                    |
| Start date (subject to checks)                                 | Tuesday 1 September 2026       |