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| **Job Title:** | **Personal Assistant to the Vicar**  **(Fixed Term contract to End July 2025)** | **Salary:** | **£27,144.00 pro rata**  **(£13.92 per hour.)** |
| **Location:** | **St Michael’s Church Centre** with option of some work being home based by agreement. | **Hours:** | **0.27-0.32 FTE (10-12 Hours per week)**  *For a suitable candidate there is potential for this role to be combined with the Personal Assistant to the Vicar.*  *We would consider reduced working hours in the school holidays for the right candidate.* |

**Job Purpose:**

This is a key role, which supports the vision, activity and ministry priorities of the church and, in particular of the Vicar as he leads St Michael’s and in his wider Diocesan role.

The role will involve strategic, organisational and administrative elements and there will be a need to work proactively. The right candidate will have excellent interpersonal and communication skills alongside a heart to see the vision of the church implemented and the Vicar released into his wider role.

**Line Manager:** The Vicar, on behalf of the PCC.

**Core Responsibilities:**

1. **Support and Promote the vision and core values of St Michael’s**
2. **Correspondence and Diary Management**
3. **Communications**
4. **Preparation, Report Writing & Analysis**
5. **Meeting Preparation Planning**

**Key Responsibilities:**

1. **Support and Promote the vision and core values of St Michael’s**

* Promote St Michael’s vision, mission and values at every opportunity.
* Play a key part in the leadership of the Parish as a member of the staff team, joining staff meetings as required.
* To understand the functions of the church and build relationships with key stakeholders some attendance / work at Sunday worship will be required.

1. **Correspondence and Diary Management**

* Work with the Vicar to create systems which will help him to hand over diary management and routine communications to the postholder.
* Manage the Vicar’s diary flexibly and carefully.
* Deal with routine correspondence including emails and drafting responses for approval.
* Deal with confidential and sensitive information and pastoral needs respectfully.
* Assist the Vicar with deadlines, time management and meeting attendance scheduling preparation time to better implement the annual parish diary.

1. **Communications**

* Assist the Vicar in producing key communications for the staff, congregation and other groups they are involved with.
* Attend team and supervision meetings, taking notes if required and ensuring key messages are communicated and follow-up actions and communications are organised and actioned.

1. **Preparation, Report Writing & Analysis**

* Assist the Vicar in researching issues, gathering data for inclusion in resources.
* Draft delegated sections of reports and discussion papers for approval.
* Complete data analysis for inclusion in reports.

1. Meeting Preparation and Planning

* Prepare briefing summaries for Vicar for key upcoming meetings and conversations.
* Assist the Vicar in liaising with staff, communicating with members, gathering materials, preparing resources and setting up meetings.

Person Specification

PA to Vicar

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| **EXPERIENCE & KNOWLEDGE** | **Essential** | **Desirable** |
| Committed and baptised Christian, involved in church activities (this role carries a Genuine Occupational Requirement (per para 3, Schedule 9 Equality Act 2010) | **X** |  |
| Willingness to work within the authority structures of the Church of England and to become a full member of St Michael’s | **X** |  |
| An evangelical Christian who is prayerful & open to the renewing work of  the Holy Spirit aand committed to working within St. Michael’s Church vision and values. | **X** |  |
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| **PERSONAL QUALITIES** | **X** |  |
| Positive and flexible attitude. | **X** |  |
| Efficient, productive and pro-active. | **X** |  |
| Able to take initiative and problem solve. | **X** |  |
| Good standard of literacy and numeracy | **X** |  |
| Ability to respect confidences and act with tact and sensitivity | **X** |  |
| Ability to juggle competing demands on your time and to prioritise well and with excellent attention to detail | **X** |  |
| Positive and resourceful when dealing with obstacles and change | **X** |  |
| Ability to form and maintain healthy boundaries for themselves and also for Vicar | **X** |  |
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| **SKILLS & EXPERIENCE** |  |  |
| Significant previous experience of working as a PA or senior secretarial role | **X** |  |
| Degree or equivalent education |  | **X** |
| Experience of leading / delivering projects. |  | **X** |
| Experience of working autonomously and as part of a team, managing own workload-within agreed and reasonable timescales. | **X** |  |
| Experience of dealing with communications in a professional working  environment | **X** |  |
| Evidence of financial, administrative, and diary management skills. | **X** |  |
| Evidence of spreadsheet skills and ability to analyse and interpret data | **X** |  |
| Computer skills including use of Microsoft office, Outlook and Sharepoint | **X** |  |
| Ability to understand and demonstrate commitment to St Michael’s PCC policies (e.g. GDPR) and to ensure that all activities are consistent with the policies. | **X** |  |
| Knowledge and understanding of Safeguarding good practice, processes and relevant legislation. |  | **X** |
| Knowledge of financial management systems. |  | **X** |
| Knowledge of HR policies and procedures. |  | **X** |
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| **OTHER** |  |  |
| Positive and flexible attitude. | **X** |  |
| Has full DBS Clearance. | **X** |  |