

Title: PA to Clergy and Coordinator to the Leadership Team
Contract and Hours: Part-time, 9 months fix term contract with possible extension following PCC review
18hrs per week (0.48 equivalent) over 5 days, the post holder may be required from time to time to attend evening meetings and at weekends including Sundays
Place of work: Office based to help cover office opening hours throughout the week with flexibility for homeworking
Accountable to: Emmanuel PCC, Vicar
Line Manager: Operations Manager
Working directly with: Clergy, Leadership Team, Operations Manager, Church Administrator and Ministry Coordinator
Working indirectly with: Ministry team, PCC secretary and lay readers
Salary: £10,155.60 18 hrs (£20,875.44 FTE)

Role Purpose:

Effective administrative support and secretarial assistance, primarily for the Vicar, but interacting with other members of the Leadership Team as required in support of the work of the Clergy and office.

Emmanuel Church - our vision

To make disciples who follow Jesus each day, across all age groups, transforming families, communities and workplaces

Outcomes for the Church Office are:

- Welcoming reception with prompt responses to queries
- Timely and effective parish administration, ensuring key supplies in the Church and centre and regular checks of safety systems and supporting routine maintenance
- Timely and effective coordination and administration for the Vicar and Leadership Team

To achieve our vision the PCC are committed to a church office that is accessible to the Parish, supports the Leadership function, and run in a professional way.

Responsible for:

- Secretarial and administrative duties for the Clergy to enable smooth running of the leadership team of the church, including diary management, time management, timely management of correspondence and other administrative tasks
- Secretarial support to the Leadership Team
- Administrative support to the lay readers.

Ongoing duties and tasks

Leadership team coordination

- Taking a proactive diary management approach to the annual, monthly and weekly Clergy life routines e.g. Christmas, Lent, Easter, cycle of staff reviews, meetings with ministry leads, rhythms of supervision for staff, ensuring a balance of contact with role holders across the church
- Managing correspondence and email inbox on behalf of the Vicar to include the processing of responsibilities and tasks
- Managing the Vicar's diary ensuring sufficient space for preparation for sermons and other teaching activities, pastoral care, leadership responsibilities, team meetings and ad hoc unplanned time demands e.g. funerals and other pastoral care emergencies, to assist in effective and efficient use of time
- Awareness of and oversight of the timely collation and organisation of documentation for meetings chaired by Vicar.

Office administration and cover

- Working as part of the Church office team and collaboratively with PCC secretary
- To support Vicar and Operations Manager with the implementation of routine HR processes including, but not limited to: recruitment, exit process, appraisal process and HR record keeping
- Supporting cover for office opening hours ensuring church building and its staff availability to congregation
- Covering duties for Church Administrator (and vice versa) during periods of leave
- Being responsible for the communication with *the* church members via ChurchSuite, including weekly Friday emails, Midweek Memo and ad hoc notifications
- Working alongside Ministry Coordinator when preparing, distributing or displaying communication materials and schedules (e.g. Emails, posters, leaflets or form of monthly guide).

This job description is not intended to be comprehensive. Other duties and tasks will be required and prioritised as they arise with the line manager. The post holder will be required to deputise for the Operations Manager from time to time.

Personal Assistant (PA) to Clergy and Coordinator to the Leadership Team

Person specification - Criteria	Essential/ Desirable
Qualifications <ul style="list-style-type: none"> • A levels • Business administration qualification or significant relevant experience 	<p>Desirable</p> <p>Essential</p>
Knowledge and skills <ul style="list-style-type: none"> • PA and senior administrative experience • Excellent attention to detail • Highly organised, with strong prioritisation skills, able to plan own workload and that of others, working efficiently to meet tight deadlines and multi-task • Flexible, able to adapt to change • Pro-active, able to work independently, willing to tackle whatever needs doing, seeing it through to completion • Good written and oral communication skills • Confident interpersonal skills, able to relate well to visitors and church members • A good team player • Competent user of Microsoft office • Experience of using a database • This role is subject to Enhanced DBS disclosure. 	<p>All Essential</p>
Personal attributes <ul style="list-style-type: none"> • Committed to a diverse church community by ensuring equality, diversity and inclusion are integral to the role • Friendly and welcoming, able to deal with matters of confidentiality, with sensitivity and compassion • Calm under pressure • Treats people with respect • Ability to make decisions and take initiative • There is a genuine occupational requirement for the holder of this post to be a Christian who will participate actively in staff prayers and share the worship including occasional leading corporate prayer. 	<p>All Essential</p>

Date of this job description: March 2021