**JOB DESCRIPTION**

**Personal Assistant to the Vicar of St. John’s, Ellel and Area Dean of Lancaster and Morecambe**

**Post Hours: 14** **hours per week** **Pay: £10.90 per hour**

**Location:** The base of work is the Church but homeworking is possible with a weekly meeting

the Area Dean / Vicar, once a week for up to two hours.

**Responsible to:** Vicar of St John’s, Ellel and Area Dean of Lancaster and Morecambe

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**Job Purpose:**

To provide support in the administrative and mission work of the Vicar of St. John’s, Ellel and Area Dean of Lancaster and Morecambe

This is a new role to provide support in the administrative and missional work of the Vicar of St. John’s, Ellel and Area Dean of Lancaster and Morecambe. This post is key in enabling growth in the ministry and mission in the deanery, in line with the Diocesan Vision, ‘Healthy Churches Transforming Communities’.

As a faith-based organisation, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

The role requires someone committed to the local and diocesan vision, who is approachable, well organised and with excellent inter-personal skills. This position requires professionalism, sound decision making, self-motivation, discretion the ability to work to deadlines.

**Main duties and responsibilities:**

1. To provide administrative and secretarial support to the Vicar/Area Dean.
2. To ensure that confidentiality and discretion are maintained at all times, managing information according to good GDPR compliance and practice.
3. Acting as a point of contact for enquiries and ensuring they are dealt with politely and professionally and followed up appropriately.
4. Assist the Vicar/Area Dean with diary management, action emails and ensure action points from minutes are diarised as appropriate.
5. Liaise with the Vicar/Area Dean to arrange committee meetings and groups that the Vicar/Area Dean is responsible for.
6. Assist with the accurate production and distribution of documents such as Parish News Sheets, Orders of Service and PowerPoint presentations for parish and missional events.
7. Assist with parish and missional event planning and practical aspects e.g., booking venues, speakers, catering etc.
8. To support the Vicar/Area Dean working in the administration of the PCC [Parochial Church Council].
9. To liaise closely with the members of Lancaster and Morecambe Deanery, field enquires that arise from members of the churches, the general public and other contacts [E.G. funeral directors, schools, nursing homes]
10. Liaise with members of Clergy Chapter, Deanery Synod, and Church Wardens to arrange meetings when required.
11. Attend and actively input into Vicar/Area Dean meetings as requested (preparing agendas, paperwork, taking minutes) Ensure that documents for meetings are arranged in advance.

**Person Specification**

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| **Training and Qualifications** | **D/E** | **How tested** |
| A good level of Literacy skills necessary to produce newsletters, minutes, letters, emails etc. | E | Application form |
| Maths to GCSE Grade ‘C’ or above / equivalent  | E | Application form |
| Business Administration e.g., NVQ | D | Application form /Interview |
| **Experience** |  |  |
| Working in an administrative role | D | Application form |
| Experience of organising meetings and preparing all appropriate paperwork | D | Application form |
| Experience of developing and updating social media sites | D | Application form  |
| Church worship and mission | E | Application form /Interview |
| **Knowledge** |  |  |
| Knowledge of GDPR | D | Application form /Interview |
| Knowledge of Safeguarding  | D | Application form /Interview |
| Knowledge of church worship / ministry | E | Application form /Interview |
| Knowledge of the Church of England (worship, ministry, and structures) | E | Application form /Interview |
| **Skills and competencies** |  |  |
| Excellent inter-personal and communication skills (written and oral) | E | Application form /References/Interview |
| Strong attention to detail | E | Application form /References/Interview |
| Ability to work autonomously and manage workload | E | Application form /References/Interview |
| Confident IT skills including experience of Microsoft Word, Excel and PowerPoint . | E | Application form /References/Interview |
| Ability to work flexibly | E | Application form /References/Interview |
| **Personal Attributes** |  |  |
| Good listener with experience of dealing with sensitive issues with confidentiality and compassion | E | References / Interview |
| Highly motivated | E | Interview |
| Enjoy learning and new experiences | D | Interview |

**TERMS AND CONDITIONS**

This is a fixed term role offered initially for 12 months and is subject to external funding, therefore no extension beyond 12 months can be guaranteed at this stage. The detailed terms and conditions will be contained in the Contract of Employment.

**Employer** – the employer will be the Blackburn Diocesan Board of Finance

**Salary -** £10.90 per/hour paid monthly by direct transfer. The gross annual salary will be £7,935.20 per annum.

Remuneration will be reviewed annually.

**Pension -** Royal London pension scheme with 10% employer and 2% employee contribution.

**Probationary period –** The role will be subject to completion of a satisfactory 6 month probationary period, with the first review at 3 month. Appraisals will take place annually thereafter.

**Notice period -** During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

**Annual leave -** Annual paid holiday entitlement is 25 days pro-rata (exclusive of bank holidays, pro rota). Leave should be arranged in advance with the Vicar/Area Dean, bearing in mind the particular demands of preparation for major church festivals and events.

**Safeguarding** -we are committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake necessary Diocesan Safeguarding training.

**Diversity - we are committed to equality of opportunity for all and applications from individuals are encouraged, regardless of age, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief**

**Right to Work checks –** the successful candidate will need to provide documents to show their eligibility to work in the UK

**For an informal conversation about this post, please contact**

craig@stjohnsellel.co.uk