

Job Description

PA to the Area Dean of Blackpool and Vicar of The Trinity Parish

Role Purpose

We are looking for a gifted, experienced and skilled administrator to come and join The Trinity Parish and Blackpool deanery on a flexible, part-time basis to support our ministry. The purpose of the role is to provide support in the day-to-day administrative and Missional work of the Vicar and Area Dean of Blackpool(Vicar/Area Dean) .

This post is key in enabling growth in the ministry and mission in Blackpool Deanery. In line with the Diocesan Vision, Healthy Churches Transforming Communities

As a faith-based organization and place of Christian worship, 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.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment, where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need confidence and proven organisational, financial, communication and interpersonal skills.

Location and Hours

The role will be predominantly based in the church office of The Trinity Parish, located at St Mark's church, Westcliffe Drive, Blackpool, FY3 7HG.

The role is initially scoped for 16 hours a week, over 3 days with a minimum of 12 hours office based and flexible home working.

Contract basis, fixed term for 12 months. It is hoped that this maybe extended but no guarantee can be given due to the funding.

The Vicar/Area Dean will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar/Area Dean and will be paid at the hourly rate.

Key Responsibilities

1. Provide administrative and secretarial support to the Vicar/Area Dean.
2. Assist in ensuring action points from minutes are diarised as appropriate.
3. Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available.
4. Ensure that confidentiality is maintained at all times. The role should have an understanding of the confidential nature of the work the Vicar/ Area Dean is involved in and the need for discretion. This includes managing both online and paper documents in an appropriate way and to have a working knowledge of GDPR compliance and practice.
5. Keep the three church diaries and St Mark's church hall diary up to date.
6. Produce weekly notice sheets.
7. Order supplies and equipment for any Vicar/Area Dean events and office.
8. Ensure a safe and clean working environment within the office.
9. Act as first point of contact for all enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action

10. To liaise closely with the members of Blackpool Deanery, both lay and ordained and field enquiries that arise from the churches, the public and other interested parties. (eg: keeping funeral directors and clergy details up to date).
11. Assist with the production and distribution of communications from the Vicar/Area Dean.
12. Assist with Missional event planning and practical aspects For example: Supporting with Administration (including advertising) and monitoring costs.
13. Ensure Parish documentation for Archdeacon's visitations is up to date.
14. Provide specific reports for the church plant to the diocese for SDF monitoring.
15. Assist with the production and distribution of communications from the Vicar/Area Dean including photocopying, stapling, folding etc.
16. Invoice for buildings use, funerals and Weddings along with preparing paperwork for Baptisms. This includes communicating with organist, vergers etc.
17. To monitor Vicar/Area Dean social media sites, (YouTube and Facebook currently) and respond to queries, identifying those that require urgent attention.
18. To upload content onto Website and social media sites, (YouTube and Facebook currently)
19. To manage in conjunction with the Treasurer/ Church warden Hall bookings and Invoices.
20. To provide administration support for the Parish Safeguarding team including Volunteer agreements

Person Specification– PA to the Area Dean of Blackpool and Vicar of The Trinity Parish, Blackpool

Qualifications

GCSE - 5 subjects Grade 'C' or above (one must be English Language) or equivalent - Essential

Business or Administrative qualification - Desirable

Able to demonstrate good numeracy skills - Essential

Experience

experience of working in similar role – Essential

experience of church ministry/mission – Desirable

experience of working with social media – Desirable

Knowledge

knowledge of church worship/ ministry – Desirable

knowledge of the Church of England – worship, ministry and structures - Desirable

Skills and competencies

excellent interpersonal communication skills – written and oral – Essential

strong attention to detail – Essential

general office and clerical skills - Essential

confident IT skills – Essential

ability to use PowerPoint – Essential

strong planning skills with ability to work autonomously and manage workload – Essential

excellent organizational skills - Essential

ability to work flexibly – Essential

Personal Attributes

sensitive listener – Essential

experience of dealing with matters of confidentiality, sensitivity with compassion – Essential
ability to make decisions and take initiative - Essential
motivated to deliver high quality output - Essential
attention to detail in written word and communications - Essential
ability to manage the unexpected – Essential
enjoy learning and new experiences - Desirable

Terms and Conditions

This role is subject to external funding and is offered as a fixed term for 12 months. It is hoped that the funding will allow for an extension beyond 12 months but no guarantee can be offered at this stage.

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary is £12 per/hour paid monthly by direct transfer.

Remuneration will be reviewed annually.

Pension, The Salary for this role is below the automatic enrolment for a pension, however if the employee wishes to enrol then there is an option to do this.

If you wish to terminate your employment, including retirement, with the PCC, you are required to give notice as follows and should the PCC wish to terminate your employment, for reasons other than gross misconduct, you will be entitled to notice as follows:

Service of less than five years 4 weeks

During the probationary period you or the Employer can terminate the contract giving two weeks' written notice.

Probationary period

You will have a probationary period of three months from the date of the commencement of your employment. During this probationary period your employment may be terminated by either The Trinity Parish or yourself by giving two weeks' written notice or pay in lieu of notice. The probationary period may be extended if you are absent during the probationary period or if your performance is not satisfactory. Once the appointment is confirmed you will need to give three month's written notice to terminate this contract.

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

DBS a Data Barring Service check is not required for this role

Diversity - The Trinity Parish, Backpool believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds

The Trinity Parish is 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

For an informal conversation about this post, please contact Rev'd Peter Lillicrap vicar@thetrinityparish.co.uk