

Job Description

PA to the Area Dean of Burnley and Vicar of St Cuthbert Burnley and St Luke the Evangelist, Brierfield.

Role Purpose

We are looking for a gifted, experienced, and skilled administrator to come and join Burnley deanery on a flexible, part-time basis to support our ministry. The purpose of the role is to provide administrative support to the day-to-day work of the Vicar of St Cuthbert's Burnley and St Luke's Brierfield who is also the Area Dean of Burnley.

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

As a faith-based organisation 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 based at home. The post holder will be required to meet with the Vicar, for a minimum of 2-3 hours at least once a week at his base in Burnley, BB10 1TS.

The role is initially scoped for 14 hours a week, ideally 3-4 mornings but flexible.

Contract basis, fixed term for 18 months. It is hoped that this maybe extended but no guarantee can be given and will be dependent on securing additional funding for the role.

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings.

The Vicar/Area Dean will review regularly with the post-holder duties and responsibilities and discuss development, training and any common concerns. Any extra hours worked will be agreed in advance with the Vicar/Area Dean with lieu time being offered in return.

Key Responsibilities

1. Provide administrative and secretarial support to the Vicar/Area Dean.
2. Ensure that confidentiality is maintained at all times. The post holder should have an understanding of the confidential nature of the work of the Vicar/ Area Dean 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.
3. Act as a point of contact for enquiries whether by phone, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action.
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 appointments and home visits and set up meetings of committees and groups that the Vicar/Area Dean leads on.
6. Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available.
7. Order supplies and equipment for any Vicar/Area Dean events and office.
8. Maintain Vicar/Area Dean's cash records
9. Assist with the production and distribution of communications from the Vicar/Area Dean (Vicar's update etc).
10. Ensure the accurate production of Orders of Service and Service sheets for Missional Events.
11. Assist with Missional event planning and practical aspects e.g., booking venues, speakers, catering etc.
12. Create and maintain PowerPoints used during Missional Events and services. This includes communicating with other interested parties, e.g., organist, preacher etc.
13. To liaise closely with the members of Burnley Deanery, and field enquires that arise from members of the churches, the general public and other interested parties, (for example funeral directors, florists, schools, nursing homes etc).
14. Liaise with members of Chapter, Deanery Synod, Incumbents and Church Wardens to set up meetings when required.
15. Attend and actively input into Vicar/Area Dean meetings as requested and take minutes of the meeting.
16. To develop and improve, with the Vicar/Area Dean, the social media sites (Facebook, Church Website, A Church Near You)
17. To monitor the social media sites, (Facebook, Church website, A Church Near You) and respond to queries, identifying those that require urgent attention.
18. To upload content onto social media sites, (Facebook, Church Website, A Church near You)

Person Specification

PA to the Area Dean of Burnley and Vicar of St Cuthbert's, Burnley, and St Luke the Evangelist, Brierfield.

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 to include Microsoft Word and Microsoft Excel – *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 18 months. It is hoped that the funding will allow for an extension beyond 18 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 will be £10.00 per/hour paid monthly by direct transfer. The gross annual salary will be £7,280 per annum.

Remuneration will be reviewed annually.

Pension, Royal London pension scheme. 10% employer and 2% employee contribution.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. 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 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, Data Barring Service check is required for this role.

A suitable home environment must be available for the job holder to undertake the duties efficiently. A home working assessment will be carried out to assist in this.

The DBF will not provide for internet access whilst homeworking.

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

The Board of Finance 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 Munawar Din at:
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