

The Deanery of Chorley (based at The Parish of Chorley, St. Laurence)

Deanery Admin Assistant

Job Description



Role

We are looking for a skilled and experienced administrator to support the work of the Area Dean of Chorley, Fr. Neil Kelley. The post will be located at St Laurence's Church. The purpose of the role is to provide support in the day-to-day administrative and Missional work of the Area Dean of Chorley.

This post is key in enabling growth in the ministry and mission in Chorley 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 a degree of professionalism, resilience and the ability to work in an ever-changing environment, where multi-tasking is essential. Equally the post-holder will need confidence and proven organisational, communication and interpersonal skills.

The Deanery Admin Assistant would be employed by the PCC of St. Laurence's and would work under the direction of the Area Dean/Rector.

Context

St. Laurence's is the ancient parish of Chorley, dating back to the 1300s, it is a primarily residential and the church provides focal points for various community activities. The PCC is currently embarking on a Mission Action Plan to enable us to have a clearer sense of our vision, values and priorities as well as raising our profile in the local community. We provide a regular meal for the homeless and lonely (even on Christmas Day) and many of our members are actively involved in charitable causes.

We are a growing and vibrant church community with a diverse range of activities taking place outside regular service times. Our Electoral Roll is presently 228 and we have on average 170 people regularly attending weekend worship, and around 30 on weekdays.

In addition to our Church Building we have a Refectory, a large Parish Office, Upper Room and Gift Shop. We also run the 'pay what you can afford' Taste café and an art gallery from within the main church building.

St. Laurence's Chorley is a Registered Charity no. 1175130

We have a very close working relationship with our Church Primary School. In addition to parochial duties, the Rector is Chaplain to the Mayor of Chorley and has occasional civic duties.

Location and Hours

The role will be based in St. Laurence's Church, Chorley, PR7 1EB.

The working hours will be 10 per week. There will be flexibility to work from home.

Some flexibility of hours may be required for the post-holder to attend occasional evening or weekend meetings (or specific overtime may be agreed in advance).

Terms and Conditions

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

The post is for a fixed term of 18 months with the hope that funding will be possible to take it to three years.

The gross annual salary will be £4,940 p.a. (£9.50 p.h.) paid monthly in arrears by direct transfer. Remuneration will be reviewed annually.

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 28 days (pro-rata), this includes bank holidays. Leave should be arranged in advance with the Rector/Area Dean, bearing in mind the particular demands of preparation for major church festivals.

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

Main Duties and Responsibilities

1. Supporting the Rector's work for the deanery and diocese
2. Dealing with daily emails (to a dedicated email address) and 'phone calls.
3. Arranging and organising a range of deanery meetings and synods (including visiting speakers)
4. Providing assistance and support to the Assistant Area Dean, when covering for the Area Dean
5. Providing assistance to parishes in vacancy with relation to service cover
6. Responsibility, with others, for contributing towards a safe, secure healthy working environments.
7. Keeping abreast of Diocesan initiatives and projects.
8. Research data and statistics as necessary.
9. Undertake any other duties which may be reasonably required.

Person Specification

Requirement	Essential or desirable?	How assessed? Application form (AF) and Interview (I)
Qualifications <ul style="list-style-type: none"> • Good level of general education – GCSE at English and Maths or equivalent • degree or diploma 	Essential Desirable	A AF
Experience <ul style="list-style-type: none"> • experience of working in similar role • experience of church ministry/mission 	Essential Desirable	AF & I AF & I
Knowledge <ul style="list-style-type: none"> • Sympathy with the aims, mission and values of the Church of England • Understanding of Church of England governance and the relationship between Diocese, Deanery and parish 	Essential Essential	AF & I AF & I
Skills and competencies <ul style="list-style-type: none"> • excellent interpersonal communication skills – written and oral • strong attention to detail • general office and clerical skills • confident IT skills (excel, Office Suite, sharepoint) • strong planning skills with ability to work independently and manage workload • excellent organisational skills • ability to work flexibly 	Essential Essential Essential Essential Essential Essential	AF & I AF & I AF & I AF & I AF & I AF & I
Personal Attributes <ul style="list-style-type: none"> • people orientated, friendly and a team player with good inter-personal skills • ability to make decisions and take initiative • able to work with multiple demands, and set personal and organisational priorities 	Essential Essential Essential	AF & I AF & I AF & I

Application process:

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to rector@stlaurencechorley.co.uk

Timeline:

Closing date for applications: **Friday 1st July 2022**

Any successful appointment is subject to satisfactory references and appropriate safeguarding training.