

Job Description

PA to the Assistant Archdeacon, Bishops Advisor on UKME/GMH Matters and Vicar of United Benefice of St Stephen's with St James, Blackburn.

Role Purpose

We are looking for a gifted, experienced, and skilled administrator to come and join the Blackburn Board of Finance on a flexible, part-time basis to support the Bishops Advisor on UKME/GMH Matters.

The purpose of the role is to provide administrative support to the Vicar of United Benefice of St Stephen's with St James, Blackburn who is also the Assistant Archdeacon of Blackburn and Bishop's Advisor on UKME/GMH Matters.

This post is key in enabling the implementation of the Church of England's Lament to Action report and diocesan strategy on diversity and inclusion.

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 compassionate 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, communication and interpersonal skills.

Key Responsibilities

1. Provide administrative and secretarial support to the Vicar/ Assistant Archdeacon/ Bishops' Advisor on UKME/GMH Matters.
2. To attend meetings related to UKME/GMH within the diocese.
3. To update and action items on the diocesan strategy for UKME/GMH eg Lament to Action
4. To research and produce documents which relate to UKME/GMH.
5. Ensure that confidentiality is always maintained. The post holder should understand the confidential nature of the work of the Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters 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.
6. 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.
7. Assist the Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters with diary management. Action emails and ensure action points from minutes are diarised as appropriate.
8. Liaise with the Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters to arrange appointments and home visits and set up meetings of committees and groups that the Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters leads on.
9. Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available.

10. Order supplies and equipment for any Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters events and office.
11. Maintain Vicar/ Assistant Archdeacon's/ Bishop's Advisor on UKME/GMH Matters cash records
12. Assist with the production and distribution of communications from the Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters.
13. To liaise closely with the members of Vision and Strategy, Task and Finish Group members, Clergy and laity of the UKME/GMH background.
14. To develop and improve, with the Vicar/ Assistant Archdeacon, Bishop's Advisor on UKME/GMH Matters the social media sites (Facebook, Church Website, A Church Near You)
15. To assist the Vicar in any parish matters as and when required.
16. Liaise with members of Chapter, Deanery Synod and diocesan level and organise meetings, sermon slots/services slots.
17. To upload content onto social media sites, (Facebook, Church Website, A Church near You)

Person Specification

PA to the Assistant Archdeacon, Bishop's Advisor on UKME/GMH Matters and Vicar of United Benefice of St Stephen's with St James, Blackburn.

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

Location and Hours

The role will be based at the Church Office within the parish. The post holder will be required to meet with the Vicar, for a minimum of 2-3 hours at least once a week at her base in Blackburn BB1 8EL. Some flexible working from home maybe permitted at the discretion of the Vicar.

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

Contract basis is fixed term for one year. The role will be funded by the Diocesan Board of Finance.

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

The Vicar/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters 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/ Assistant Archdeacon/ Bishop's Advisor on UKME/GMH Matters with lieu time being offered in return.

This role is funded by the Diocesan Board of Finance who will be the employer.

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.

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 Sarah Gill at:
sarah_siddique_gill@yahoo.co.uk**