

JOB DESCRIPTION

Post Title: Personal Assistant

Post Hours: 14 hours per week

Pay: £10 per hour

Location: Hours are to be worked remotely with some flexibility. The post holder is required to meet in person with the Area Dean / Vicar, when needed, at either his office at the Vicarage in Accrington or at St Mary Magdalen's Church.

Responsible to: Area Dean and Vicar of the united Benefice of Accrington St Andrew, St Mary Magdalen and St Peter, and Church Kirk

Main Contacts: Bishops and other Incumbents; The Curate of the United Benefice; PCC members and other church officers; Diocesan officers; parishioners; funeral directors; nursing homes, schools etc.

Job Purpose: To provide support in the administrative and mission work of the Area Dean / Vicar of the Accrington United Benefice

This is a new role and one that will grow and develop, working closely with the Area Dean / Vicar. The purpose of the role is to provide support in the administrative and missional work of the Area Dean of Accrington and Vicar of the named parishes. This post is key in enabling growth in the ministry and mission in Accrington 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 our vision, who is approachable, well organised and with good inter-personal skills. Computer skills and using social media are essential. This position requires a good degree of professionalism and the ability to work in an environment where multi-tasking, sound decision making, self-motivation and discretion are beneficial.

Main duties and responsibilities:

1. To provide administrative and secretarial support to the Vicar/Area Dean.
2. To ensure that confidentiality and discretion is maintained at all times. Managing both online and paper documents in an appropriate way and to have a working knowledge of GDPR compliance and practice.
3. Acting 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 such as home visits, committee meetings and groups that the Vicar/Area Dean leads on.
6. Order supplies and equipment for any Vicar/Area Dean events and office.
7. Assist with the accurate production and distribution of documents such as Weekly Orders of Service, Service Sheets and PowerPoint presentations for Missional Events.

8. Assist with Missional event planning and practical aspects e.g., booking venues, speakers, catering etc.
9. To support the Vicar / Area Dean working with the PCCs of the Accrington United Benefice.
10. To liaise closely with the members of Accrington 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.).
11. Liaise with members of Chapter, Deanery Synod, Incumbents and Church Wardens to set up meetings when required.
12. Assist the Vicar/Area Dean to develop, improve and upload content onto St Andrew's, St Mary Magdalen's and St Peter's social media sites (Facebook, A Church Near You). Continuously monitor the sites, respond to queries and identify those that require urgent attention.
13. Attend and actively input into Vicar/Area Dean meetings as requested (preparing agendas, paperwork, taking minutes) Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available

Person Specification

Training and Qualifications		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	E	Application form
Experience of organising meetings and preparing all appropriate paperwork	D	Application form
Experience of developing and updating social media sites	E	Application form
Church worship and mission	D	Application form /Interview
Knowledge		
Knowledge of GDPR	D	Application form /Interview
Knowledge of Safeguarding	D	Application form /Interview
Knowledge of church worship / ministry	D	Application form /Interview
Knowledge of the Church of England (worship, ministry, and structures)	D	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
Excellent time management skills	E	Application form /References/Interview
Confident IT skills	E	Application form /References/Interview
Ability to work flexibly	E	Application form /References/Interview
A good level of IT and keyboard skills, including experience of Microsoft Word, Excel and PowerPoint .	E	Application form/Interview
Personal Attributes		
Sensitive listener with experience of dealing with matters of confidentiality, sensitivity 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 18 months and is subject to external funding, therefore no extension beyond 18 months can be guaranteed at this stage.

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

Employer - The Blackburn Diocesan Board of Finance

SALARY - £10.00 per/hour paid monthly by direct transfer. The gross annual salary will be £7,200 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 months. 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). Leave should be arranged in advance with the Vicar/Area Dean, bearing in mind the particular demands of preparation for major church festivals.

DBS – An Enhanced DBS check is required for this role

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 the Diocesan Safeguarding training course

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 the Area Dean, the Revd Canon David Arnold
frdavidarnold@icloud.com