

PERSONAL ASSISTANT

(a) Job Description

Job Title:	PA to the Vicar
Responsible to:	Vicar and the PCC
Line-Manager:	Vicar
Team:	Operations
Liaises with:	Kensington area of the Diocese of London, parish of St Stephen's East Twickenham, wider staff team, Ministry teams, Vicar's wife, other relevant external stakeholders.

Main purpose of the role

Responsible for the Vicar's day-to-day administration and other duties which free him to run the church and focus on all related priorities

Main Responsibilities:

- Filter, screen, prioritise and direct all communications for the Vicar
- Manage diary and schedule meetings and appointments, enabling space for sermon writing, retreat time, planning, taking account of the family diary enabling time to meet work deadlines and wider commitments
- Delegate tasks on behalf of the Vicar and follow through and feedback the outcomes to the Vicar
- Ensure the Vicar has everything he requires in advance of meetings
- Check in with the Vicar on a daily basis at beginning and end of the day, pick up follow up points from meetings and pass on any information as needed
- Drive forward the planning for the ministry programmes e.g. term card & preaching programme
- Use social media on behalf of the Vicar to connect with the church congregation
- Contribute to the editing of church publications e.g. The Month
- Oversee Vicar's expenses and clergy tax requirements
- Organise speaker gifts and thank you's, Christmas cards to PCC and staff, staff birthday cards

For recruitment purposes

St Stephen's is a large, vibrant, well established local Church of England church sited between Richmond and Twickenham. There is always lots going on for all ages and stages of life and many ways for people to get involved, make new friendships and feel at home.

In everything we do we value hospitality, generosity, the dignity of every person, appreciating the traditional and contemporary, embracing the Word and Spirit and encountering the presence of God.

The church is a wonderful and unique place to work where all staff are valued and use their own unique talents and gifts to serve the church. The role is based at the church office, a 5 minute walk from church.

(b) Person Specification

Essential Skills:

- Experience in a Personal Assistant role
- Relishes attention to detail
- Enjoys owning responsibility
- Good planner
- Excellent communicator
- Excellent computer literacy skills including Microsoft Outlook, Word, PowerPoint and Excel
- A demonstrable client/customer focussed approach
- Outstanding organisational & time management skills
- A flexible and collaborative approach to work
- The ability to cope with pressure, frequent change and deadlines
- Ability to multi-task and prioritise daily work load

Personal Qualities:

- Willingness to engage in the vision, prayer and pastoral life of the St Stephen's
- Professional manner
- Absolute commitment to confidentiality and discretion
- Excellent interpersonal skills
- Highly proactive and self-motivated with drive and initiative
- Good team member, with sensitivity to team dynamics
- A commitment to excellence
- A firm commitment to follow Jesus Christ

(c) Working requirements:

- 40 hours per week (excluding breaks)
- Working days: Monday – Friday 9am – 5:30pm
- 25 days annual leave plus bank holidays
- Attendance at the weekly staff meeting (Tuesday)
- Available to attend annual staff residential retreat (February)
- Available to work at APCM, Staff & PCC Day Away (Sept), Church Weekend Away
- £28,300 - £29,000 salary range depending on experience
- 8% pension contribution based on gross salary to Church of England Pension Board of which 6.5% is paid by employer and 1.5% by employee
- 0.5% of gross salary life insurance paid by employer to Church of England Pension Board
- There is a 3-month probationary period