

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post:</b>	<b>Personal Assistant (PA) to Vicar and Area Dean</b>
<b>Purpose:</b>	To provide administrative assistance to the Vicar in the roles of Vicar of All Saints Ecclesall and Area Dean of Ecclesall Deanery
<b>Aims:</b>	To work with the Vicar, Ministry and Operations teams (staff and volunteers) to take forward, in many practical ways, the calling of All Saints, Ecclesall and with ministry and lay members across the Deanery to further its vision.
<b>Accountable to:</b>	Reporting to the Vicar, line managed by the Operations Manager
<b>Key Working Relationships:</b>	Vicar, Operations Manager, other members of the Ministry and Operations Staff Teams; a range of volunteers including Wardens, Treasurer, PCC Secretary and Lay Ministry leaders and colleagues in Ecclesall Deanery and Sheffield Diocese including Lay Chair and Lay Secretary of Deanery.

### Responsibilities as PA to Vicar of All Saints Ecclesall (17 hours per week):

- Assist the vicar with particular attention to diary management, setting up meetings, circulating any agenda and papers, following through any agreed actions as requested and chasing up responses as appropriate.
- Support in the delivery of projects and services agreed with the Vicar including working with a range of staff members and volunteers.
- Assist in preparing correspondence and communications for the Vicar to the church family, and in their role to connect All Saints more widely with its immediate local community and neighbourhood.
- Liaise on behalf of the Vicar with various Deanery and Diocesan officers to ensure All Saints plays its full part in the life of both and progresses its aspirations to be a church which resources and serves others.
- Assist the Vicar in key relationships and duties especially with respect to All Saints staff, Sunday worship and key lay teams working to support the life of All Saints.
  - This will mean understanding the dynamics of various meetings, both those within our formal governance arrangements including PCC, Standing Committee, Estates Committee and Mission Support Group and those that need to happen with such as with the church wardens,

churchyard volunteers, the leaders of our many groups, together with church and halls hirers

- The post holder will need to work pro-actively and sensitively with those involved to take forward the vision for All Saints as it develops and changes, so that opportunities that seek to grow God's Kingdom can be realised.
- Assist the Vicar with other administrative tasks such as submission of expense claims and liaising with the finance team to ensure timely authorisation of expenditure and budget management by the Vicar.
- The post holder will be part of the wider administrative and operations support team for the church, which is a mix of staff and volunteers. While the post holder will report to the Vicar, he/she will be part of the operations staff team and as such be line managed by the Operations Manager. He/she will be expected to undertake other administrative duties in a collaborative way with other members of the operations team, particularly the Church Administrator, commensurate with the post. Such duties will be agreed in advance with the Vicar and/or Operations Manager but will include:
  - Lead on the creation and sharing of YouTube activity, in particular for the 9.15am Sunday service and weekly Mailchimp notices; updating of electronically held information and the answering and responding to phone enquiries to the parish office.
  - Supporting the Operations Manager to update basic content and information on the church website.
  - Supporting the administration and organisation for big events and services in the life of the church.
- **Responsibilities as PA to Vicar in his capacity as Area Dean of Ecclesall Deanery (3 hours per week)\***

Each Deanery in the Diocese is expected to have a Lay Chair and Lay Secretary (volunteer posts) to support the Area Dean in certain of their responsibilities, but in addition the Area Dean requires regular administrative support.

The PA to Area Dean will need to liaise with the Lay Chair and Lay Secretary and will need to provide administrative support:

- Regular email updates to members of Deanery Synod / Deanery Chapter
- Setting up a variety of meetings including Parish inspections,
- Liaising for the Associate Archdeacon Transition Enabler
- Facilitating with others the synodical process
- Submitting expense claims to Diocese for Area Dean
- Working with Parishes in vacancy
- Working to develop good working practise amongst Parishes

\* This work is externally funded.

## PERSON SPECIFICATION

### We are looking for:

- An organised person, able to work proactively with limited supervision, completing work to a high standard of accuracy and to agreed deadlines.
- A good communicator, confident to speak with staff, volunteers and members of the public in an appropriate professional and sensitive manner as a representative of our church.

### The successful candidates are likely to be/have:

		Essential	Desirable
Sympathy with the mission and values of All Saints Ecclesall			
<b>Qualifications</b>	A good level of education including as a minimum GCSE English and Maths (or equivalent).	*	
<b>Experience</b>	<p>Experience of working as a Personal Assistant.</p> <p>Experience of working in a busy office environment.</p> <p>Experience of working for or volunteering with a charity.</p> <p>An understanding of church services, structures and activities.</p>	* *	*  *
<b>Skills and Abilities</b>	<p>Good communication skills, including over the phone, with the ability to resolve issues and manage expectations appropriately.</p> <p>Ability to draft correspondence and other documents to a good standard of English.</p> <p>Ability to work on own initiative, balancing and prioritising competing tasks, and to work to agreed deadlines.</p> <p>Comfortable to work with a variety of software packages (training in the specific software used by the church will be provided as necessary).</p> <p>Knowledge of social media platforms and how to use them to communicate clearly.</p>	*  *  *	    *

<b>Personal Qualities</b>	<p>Able to handle confidential information in an appropriate manner.</p> <p>An approachable manner able to communicate effectively and sensitively with a wide range of people.</p> <p>High level of personal integrity.</p> <p>Bring a sense of humour and perspective in a busy office and church.</p>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p>
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