



## PA TO ASSOCIATE VICAR, ST PAUL'S, ST ALBANS

### ROLE DESCRIPTION

Title:	Part-time Personal Assistant to the Associate Vicar (Andre Radmall)
Hours of Work:	Up to hours per week. It is envisaged that the role will mostly be within business hours although there may be occasional out of hours work.
Engaged by:	St Paul's PCC
Responsible to:	The Associate Vicar or someone to whom he delegates it
Work Base:	St Paul's Church, St Albans, although a substantial proportion of the hours may be worked elsewhere, at the contractor's discretion
Remuneration:	£13/hour on submission of invoice and timesheet
Contract:	Contract to run during the Vicar's vacancy at St Paul's, expected to be until at least Summer 2021.

### PURPOSE OF ROLE

To assist the Associate Vicar with planning and administrative tasks. This role is primarily accountable to the Associate Vicar.

You will possess a high degree of initiative, self-management, and discretion. Proven organisational, interpersonal, IT and communication skills are essential, along with the ability to multi task.

Working hours to be negotiated for mutual convenience with Associate Vicar.

### CONTEXT

St Paul's vision is 'to pursue God and expect the extraordinary, as He works through us to transform people and places'. We have recently set out our priorities for delivery of this vision, in our 'Vision into Action' strategy. We are a charismatic, Anglican, evangelical church (in line with New Wine/HTB values).

We are entering a time of transition as our Vicar retires in October 2020, with a period of vacancy until his successor is appointed and in post. It is expected that this role will at a minimum cover the period of the vacancy, expected to be up to 12 months.

This role is to commence September 2020

### SPECIFIC RESPONSIBILITIES

- To assist the Associate Vicar in running his diary.
- To convene meetings, liaising with the Church Office as required
- To manage email communication
- To help maintain an overview of strategic aims
- To assist with priority setting

- To maintain an updated task list
- To attend weekly planning meetings with the Associate Vicar
- To undertake any relevant training

## **SAFEGUARDING AND OTHER POLICIES**

To be aware of and comply with policies and procedures relating to safeguarding of children and vulnerable adults, health, safety and security, confidentiality and data protection and to report all concerns to an appropriate person.

## **ORGANISATION AND SUPERVISION**

Hours worked:	The hours worked will be as agreed with the Associate Vicar. There will be flexibility on when and where the hours are worked, subject to attending meetings or events as required, and deadlines being met.
Holidays	Please liaise over holidays and you are expected to plan so as much as possible is covered. Since you are paid by the hour there is no paid holiday provision.
Line management:	You will be line managed by the Associate Vicar, or someone designated by him.
Reviews:	Appraisals at 3 and 6 months in the initial period of the contract. If it continued it would be thereafter annually by the Associate Vicar or someone to whom it is delegated.
Accommodation:	Office space is available on church premises but it is expected that a substantial.
Equipment:	You will provide your own equipment (phone, laptop) and any expenses will be reimbursed on submission of receipts. You will have access to the Church Office printer and stationery supplies.
Contract	The contract is for 5-7.5 hours/week. A record to be kept of hours and an invoice submitted monthly for the church to pay. If the hours need to be exceeded or adjusted, the Associate Vicar to be notified so a decision can be made.

## **DISCLOSURE AND BARRING SERVICE**

This role is not classed as having a high degree of contact with children or vulnerable adults, but a basic DBS check is required.

### **We have a Genuine Occupational Requirement**

### **Employment Equality Regulations 2003 relating to Religion or Belief and Practice of Sexual and Moral Conduct and Lifestyle.**

For the purpose of both of the above Regulations it is considered to be a Genuine Occupational Requirement that you share and endorse the understanding that St Paul's Church has, as a charismatic evangelical church, of Christian faith, conversion and commitment, sexual and moral conduct and lifestyle. If further clarity is required this can be provided on request.

**To apply, please submit a CV and covering letter to [andre@stpauls-stalbans.org](mailto:andre@stpauls-stalbans.org), explaining why you are applying for this role and how you meet the criteria in the person specification, with examples.**

**Closing Date: 31 August 2020**



