

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, 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

PERSON SPECIFICATION FOR THIS ROLE, ST PAUL'S CHURCH, ST ALBANS The post holder will be someone who:

| Criteria | 3 | Criteria is: Essential (E) Desirable (D) | | | | |
|--------------------------------------|--|--|--|--|--|--|
| Commitment to aims and ethos of post | | | | | | |
| - | Is a committed Christian, of godly character, a worshipper with a passion for extending God's Kingdom and working in a team to facilitate the church's vision. | | | | | |
| 2 | Understands, is in agreement with and is happy both to promote the vision of St Paul's Church and work for its implementation. | E | | | | |
| 3 | 3. Has a heart and vision for effective and efficient administration that also promotes good relationships and a positive environment | E | | | | |
| Has Ex | perience relevant to the post, including: | | | | | |
| <u> </u> | Working in an office role with demonstrable IT and administrative skills | E | | | | |
| 2 | 2. Managing self and others | E | | | | |
| \$ | 3. Managing projects or activities from inception to delivery | E | | | | |
| Skills, abilities and knowledge | | | | | | |
| | | | | | | |
| 1. | Is friendly and good with people - having excellent interpersonal skills, across a wide range of | Е | | | | |
| 2 | people within the church and wider community. Is a team player, able to liaise effectively with the staff team and church members including key | | | | | |
| ۷. | volunteers. | E | | | | |
| 3. | Possesses excellent verbal and written communication skills, with a good telephone manner, able to communicate relevantly across a range of age and ability within the church and wider community. Able to produce clear, accurate minutes and summary notes to support decision making. | E | | | | |
| 4. | Is organised, and well-planned. Able to maintain clear records and documentation, and with a sufficient level of numeracy to understand and maintain financial records. | E | | | | |
| 5. | Possesses good IT skills including Microsoft Office; able to produce correspondence, publications and spreadsheets; to use or to be able to learn new techniques and packages including basic graphic design. | E | | | | |
| 6. | Is able to work under stress – flexible, able to multi-task, able to work patiently and productively in the face of regular interruptions, and to manage self and others under pressure. | E | | | | |
| 7. | Is able to learn and develop new and existing skills. | E | | | | |
| 8. | Is willing to make informed and sound decisions, with the wisdom to judge when wider discussion or authorisation is needed. | E | | | | |
| 9. | Is self- motivated, able to be pro-active in developing new initiatives and in identifying potential issues and solutions; able to inspire others to join in. | E | | | | |
| 10. | Is able to plan, manage, and follow projects and tasks through to completion. | E | | | | |
| 11. | Respects confidentiality, able to act with tact and sensitivity. | E | | | | |