



Blackburn Diocesan Board of Finance Ltd

Job Description

Job Title: Personal Assistant for the Area Dean of Burnley

Salary: £9521.37 per annum

Hours: 14 per week

Location: St Stephen's Church, Burnley

Responsible to: Area Dean of Burnley, Blackburn DBF

1. Background

This is a varied role supporting the Area Dean of Burnley by providing day-to-day administrative support to enhance their capacity in both parish and deanery roles. This role supports the Area Dean of Burnley, who also serves as the Rector of St Stephen's & St Peter's.

If you are looking for a flexible, part-time role and thrive on communicating, organising, and attention to detail, this could be the perfect role for you. With a wide and varied workload, the Area Dean requires a person who is well organised, has good inter-personal and communication skills, and is self-motivated. Computer skills are also essential. Given the sensitive nature of ministry, the role calls for someone who can hold information in deep confidence, exercising discretion, integrity, professionalism, and pastoral sensitivity.

As a faith-based organisation and place of Christian worship, 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 the ministry and vision.

The working pattern is to be negotiated with the Area Dean. It is hoped that the new Personal Assistant can work the fourteen hours of this role over four or five days, but we are open to other options as well. Occasional evening working may be required. This will be agreed in advance, and time in lieu will be offered.

2. Responsibilities

Communication

- Email triage – answering, forwarding, and signposting where possible, and flagging up emails requiring a reply from the Area Dean/Rector
- Draft emails, letters, and other correspondence on behalf of the Area Dean/Rector
- Assist with the production and distribution of communications from the Rector/Area Dean.

- Prompt the Area Dean/Rector to send cards and respond to pastoral situations and life events in other ways.
- Working with the Rector, clergy team, and laity to update the team's Facebook page and website with information and events
- Work with the PCC/Deanery Secretary to prepare/review and circulate agendas in advance of meetings.

Diary support

- Diary Management – book meetings, schedule tasks, and plan prep time
- Ensure action points from minutes are diarised and actioned
- Arrange appointments and home visits for occasional offices
- Liaise with members of committees/groups led by the Area Dean/Rector to arrange meetings when required.
- Ensure documents for meetings are flagged in advance, and that paperwork (or an electronic equivalent) for the day is available.

General administration

- Ensure that GDPR practices are applied consistently across all areas of the Area Dean/Rector's work.
- Assist in the preparation and circulation of service rotas
- Assist with correspondence, record keeping, and preparations for Occasional Offices (Weddings, Funerals, and Baptisms) using the Life Events Diary (iKnow Church software program).
- Assist the Rector in liaising with Funeral Directors.
- Help prepare and maintain the parish mail distribution lists and rotas.
- Set up, improve, and maintain storage systems, both cloud-based and physical, for the Area Dean's work across the different roles he holds.
- Assist with the preparation of monthly expense claims for the different roles held by the Area Dean.

Ministry support

- Ensure adequate preparation time is diarised
- Preparation of documents, with a high standard of accuracy and presentation, using Microsoft 365 and PDF editors.
- Create and update presentations for worship services, events, and training.

Deanery support

- Assist in developing communication networks in the deanery, including the deanery newsletter.
- Work with the Deanery Lay Chair to book Deanery Synod and Standing Committee meetings, and communicate details of meetings to Synod members.
- Minute and keep accurate records of Deanery Synod meetings.
- Work with the Assistant Area Dean to book Deanery Chapter meetings and book visiting speakers and venues.

- Set up meetings, when required, between the Area Dean, parishes, clergy, and laity within the deanery.
- In collaboration with the Area Dean, support Churchwardens and laity in vacant parishes within the deanery to find cover for services.
- Work with the Clergy Appointments Officer to set dates for pre-Section 11, Section 12 & interview panels for vacant parishes.

This list of responsibilities is not intended to be exhaustive and is subject to review in consultation with the Area Dean.

3. Key relationships

Burnley Deanery

- Parish Clergy
- Deanery Lay Chair
- Clergy with Permission to Officiate (PTO)
- Assistant Area Dean and Chapter Clerk
- Churchwardens of vacant parishes

The Benefice of St Peter & St Stephen

- Authorised Lay Ministers
- Local Lay Minister
- Churchwardens
- PCC Secretaries
- Parish Safeguarding Officers
- Parishioners

Central Diocesan staff

- Archdeacon's Personal Assistant
- Clergy Appointments Officer

4. What we are looking for:

Person Specification

Criteria	Criteria Assessed by:			
	Essential	Desirable	Interview	Application
Experience, knowledge, training, and qualifications				
Qualification in administration at level 3 or above		✓		✓
GCSE grade C or 4, or above, in English and Maths (or equivalent).	✓			✓
Minimum of two years' successful experience in an administrative role.		✓		✓
Highly competent in the use of Microsoft 365,	✓			✓
Competent in the use PDF editors and iKnow Church software, or have a willingness to learn.	✓			✓

Knowledge of Church of England structures and processes or a willingness to learn		✓		✓
Experience of working in a context requiring a high degree of confidentiality.	✓		✓	✓
Experience of working with a wide range of people from different backgrounds.	✓			✓
Personal attributes				
A good communicator in written, online, and oral capacities, able to adapt communication effectively for a wide variety of audiences	✓		✓	✓
Highly organised and able to work independently and collaboratively in handling a diverse workload.	✓		✓	✓
A thorough attention to detail.	✓		✓	
Desire to support others in meeting deadlines.	✓		✓	
Ability to solve problems and a willingness to adapt to changing needs and priorities.	✓		✓	✓
A kind and compassionate presence who is able to work with discretion and confidentiality, and manage appropriate boundaries	✓		✓	
Comfortable to use language of the Christian faith in documents and correspondence.	✓		✓	✓
Sympathy with the aims and practices of the Church of England	✓		✓	✓
A commitment to safeguarding children and vulnerable adults, and ensuring the application of Church of England safeguarding policy is integral to all projects.	✓		✓	✓

5. Outline of Terms and Conditions

Employer: You will be employed by the Blackburn Diocesan Board of Finance

Salary: £9172.80 per annum

Term of Appointment: Fixed term – 2 years. With the opportunity to renew the contract, subject to funding.

Hours: 14 hours per week. The post holder may be required to work additional hours to meet the reasonable requirements of the role. They will be entitled to time off in lieu for attending meetings outside normal office hours, which may include evenings and weekends.

Location: The post holder would be based at St Stephen's Church, Burnley. Following the completion of a successful probationary period, home working (for a proportion of hours) may be agreed with the line manager suiting the needs of the organisation.

A mobile phone and a laptop will be provided.

Pension: Member of the Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution.

Benefits: [Found here](#)

Annual leave: Entitlement of 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. Pro rata for part time employees.

The holiday year runs from 1 January to 31 December. Additional discretionary days (non-contractual) may be given between Christmas and New Year.

References: Appointment will be subject to the receipt of satisfactory references.

Probationary period: The appointment is subject to the satisfactory completion of a six month probationary period.

Notice Period: During the six-month probationary period four weeks' notice is required on either party. Thereafter you will be required to give 12 weeks' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Right to work: The post-holder must have the right to reside and work in the UK.

The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is 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.

For an initial conversation about the role please contact:

Fr Andrew Holmes, Area Dean of Burnley andrewinburnley@gmail.com