**The Diocese of Blackburn**

**Personal Assistant**

**to the Director of Ministry**

**Recruitment Pack**

**Welcome!**

Thank you for taking an interest in this key role as PA to the Director of Ministry.

The new PA will join a dynamic team who are responsible for the ‘Growing Leaders’ part of Vision 2026, which is the vision and strategy of the Diocese of Blackburn. You can find out more about who we are and what we do here [Diocese of Blackburn](https://www.blackburn.anglican.org/).

The Director of Ministry heads up the team as we support the discernment and development of lay leaders and clergy in local churches across Lancashire. As you will see from the attached job description, the PA is a highly valued member of the team and is a core part of who we are and all that we do.

We are praying for a new colleague to join our friendly team as we face the future with hope-filled faith in all that Jesus is doing in our midst. If you think that might be you and you would welcome an informal conversation with someone then please contact me by e-mail at the address below.

**Revd Anne Beverley**

**Director of Ministry**

**[anne.beverley@blackburn.anglican.org](mailto:anne.beverley@blackburn.anglican.org)**

**Personal Assistant to the Director of Ministry**

**Job Description**

|  |  |
| --- | --- |
| **Job Title:**    **Salary:**    **Hours:**    **Location:**    **Responsible to:** | Personal Assistant to the Director of Ministry    £ 10,692.90 per annum    17 per week    Diocesan Offices, Clayton House, Walker Office Park, Blackburn, BB1 2QE    Director of Ministry |

**Main Purpose and scope of the post:**

To facilitate the smooth running of the growing leaders team through administrative support to the Director of Ministry.

**Position in Organisation**

* Reporting to: Director of Ministry
* Responsible for: Nil employees
* Hours of Work: 17 hours per week, (hours can be worked flexibly Monday to Friday but must be over a minimum of three days)
* Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE

**Duties and Key responsibilities**

* Diary management for the Director of Ministry; including arranging appointments and meetings, booking meeting venues when necessary, ensuring correct travel time is allocated and reserving time for preparation and planning.
* Creation of virtual meetings, (usually Teams or Zoom), and ensuring all attendees have the meeting link in good time.
* Liaising with a range of different stakeholders to diarise group trainings and meetings.
* Making travel arrangements for the Director of Ministry including transport, hotel and restaurant bookings.
* Complication of expense claims for the Director of Ministry.
* Being the first point of contact for all enquiries to the Director of Ministry.
* E-Mail triage and prioritisation.
* Admin support for social media content upload.
* Collation of documentation to support the Director of Ministry’s work and enable meeting pre-reading.
* Greeting visitors to Clayton House and offering hospitality.
* Other ad-hoc administrative duties to support the Director of Ministry.

**Personal Assistant to the Director of Ministry**

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | |  | **Criteria Assessed by:** | | |
|  | **Application** | **Interview** | **References** |
| **Knowledge and Skills:** | |  |  |  |  |
|  | Good level of general education – GCSE at English and Maths or equivalent | Essential | **P** | **P** |  |
|  | Educated to degree or diploma level or working towards this. | Desirable | **P** | **P** |  |
|  | Proven experience in an office/administration/ customer service environment | Essential | **P** | **P** |  |
|  | Proven ability in the use of computer programmes and the ability to learn new applications, in particular all Microsoft 365 packages such as Word, Excel, PowerPoint, Teams, Outlook | Essential | **P** | **P** |  |
|  | Knowledge of SharePoint | Desirable | **P** | **P** |  |
|  | High standard of written English | Essential | **P** | **P** |  |
|  | Ability to manage time effectively, use initiative in prioritising work and achieve deadlines. | Essential | **P** | **P** |  |
|  | Good organisational skills | Essential | **P** |  |  |
|  | Willingness to accept responsibility and to take initiatives. | Essential | **P** | **P** |  |
|  | Adaptability, flexibility and ability to work as part of team. | Essential | **P** | **P** |  |
|  | Ability to deal with queries on own initiative. | Essential | **P** | **P** |  |
|  | Ability to carry out work of a confidential nature. | Essential | **P** | **P** |  |
|  | Good communication and interpersonal skills | Essential | **P** | **P** |  |
|  | Professional manner and appearance | Essential | **P** | **P** |  |
|  | Ability to meet deadlines in spite of obstacles. | Essential | **P** | **P** |  |
|  | **Attitudes and Values:** |  |  |  |  |
|  | Respect and actively support the Christian ethos and work of the Board of Finance | Essential |  | **P** |  |
|  | Sensitivity to the emotional needs of others | Essential | **P** |  | **P** |
|  | Practicing Christian | Desirable | **P** |  |  |
|  | An understanding of the Church of England | Desirable |  | **P** |  |
|  | A positive attitude towards people and a commitment to equal opportunities and anti-discriminatory working | Essential |  | **P** |  |
|  | A positive attitude towards training and development | Desirable | **P** | **P** |  |

**Personal Assistant to the Director of Ministry**

**Outline of Terms and Conditions**

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

**Salary:** £12,729.64 per annum

**Hours:** 17 hours per week

**Location:**The post holder will be based at the Blackburn Diocese Board of Finance, Clayton House, Walker Office Park, Blackburn, BB1 2QE.

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

**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.

**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 three months’ 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.

**Diversity - The Board of Finance believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic backgrounds.**

**The Board of Finance 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.**