**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 the Team Administrator to the Growing Leaders Team.

Our new administrator 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/).

Our small but energetic [team](https://www.blackburn.anglican.org/the-growing-leaders-team) support the discernment and development of lay leaders and clergy in local churches across Lancashire. As you will see from the attached job description, our administrator 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 Vocations**

**Growing Leaders Team Leader**

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

**Personal Assistant to the Director of Ministry**

**Job Description**

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| --- | --- |
| **Job Title:**    **Salary:**    **Hours:**    **Location:**    **Responsible to:** | Personal Assistant to the Director of Ministry    £23,102.56 per annum    32 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 Vocations
* Responsible for: Nil employees
* Hours of Work:  0.91 FTE – 32 hours per week (flexible working will be needed to support some training events at evenings and weekends)
* Normal Place of Work: Diocesan Offices, Clayton House, Walker Office Park, Blackburn BB1 2QE

**Duties and Key responsibilities**

* Providing PA support to the Director of Vocations (1 FTE) [approximately 50% of the role]
  + Diary management
  + E-mail triage and prioritisation
  + Travel arrangements
  + Other general administrative support as required.
* Administrative support for the Growing Leaders team
  + Warden of Lay Ministry
  + Two Start of Ministry Officers (2x 0.5 FTE)
* Being the first point of contact for Growing Leaders enquiries and routing them to the appropriate team member where necessary
* Administrative support for the Authorised Lay Ministry Programme.
* Organising residentials and training events, currently:
  + Three start of ministry residentials per year
  + One IME2 pilgrimage every three years.
  + Six start of ministry study/community days
  + Three ALM core modules per year
  + Ten ALM electives
  + Four Lay Ministry continuing ministerial development training mornings.
* Keeping the applicable sections of the Diocesan website up to date
* Administration of the annual ALM Commissioning service for typically 50-100 ALMs
  + Including all pre-commissioning preliminaries
* Administration of the Licensed Lay Minister (LLM) three-yearly relicensing service for approximately 120 LLMs
  + Including all pre-licensing preliminaries

**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:** £23,102.56 per annum

**Hours:** 32 hours per week (0.91 FTE)

**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.**

**Next Steps**

For an informal conversation regarding this post please contact Anne Beverley at [anne.beverley@blackburn.anglican.org](mailto:anne.beverley@blackburn.anglican.org)

**How to apply**

To apply, please visit [General vacancies | The Diocese of Blackburn (anglican.org)](https://www.blackburn.anglican.org/general-vacancies). Please complete an application form and an equal opportunities monitoring form.

Please submit all documents to [HRApplications@blackburn.anglican.org](mailto:HRApplications@blackburn.anglican.org).