**JOB DESCRIPTION**

**PA to the Area Dean of Preston and**

**Parish Priest of St George’s, Preston**

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| **Salary:**  | £12 per hour  |
| **Hours:**  | 14 hours per week, flexible |
| **Contract type:**  | Fixed contract until 2030 |
| **Place of work:**  | St George`s, Preston |

**Job Purpose:**

We are looking for a experienced and skilled administrator to come and join St George’s and Preston Deanery on a flexible, part-time basis to support our ministry. The purpose of the role is to provide support in the day-to-day administrative and missional work of the Parish Priest and Area Dean of Preston. This newly funded role is to provide support in the day-to-day administrative work of the Parish Priest of St George’s and Area Dean of Preston.

The role requires a person who is well organised, has good inter-personal and communication skills and is self-motivated. Computer skills are essential. This position requires a good degree of professionalism, pastoral sensitivity and confidentiality.

As a faith-based organization 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 our ministry and vision. This post is key in enabling growth in the ministry and mission in Preston Deanery. In line with the Diocesan Vision, Healthy Churches Transforming Communities.

The Diocese of Blackburn promotes the following Vision:

‘Healthy Communities Transforming Communities’ through: Being Disciples of Jesus Christ; Being Witnesses to Jesus Christ; Growing leaders for Jesus Christ; Inspiring children and young people.

**Job Responsibilities:**

* Provide administrative and secretarial support to the Parish Priest/Area Dean.
* Manage the Parish Priest/Area Dean’s diary and e-mail inbox. Action e-mails and ensure action points from minutes are diarised as appropriate.
* Arrange appointments and home visits for the Parish Priest/Area Dean and set up meetings of committees and groups that the Parish Priest/Area Dean leads on.
* Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available.
* Ensure that confidentiality is maintained at all times. The role should have an understanding of the confidential nature of the work the Parish Priest/Area Dean is involved in and the need for discretion. This includes managing both online and paper documents in an appropriate way and to have a working knowledge of GDPR compliance and practice.
* Order supplies and equipment for any Parish Priest/Area Dean events and office.
* Maintain Parish Priest/Area Dean’s cash records.
* Ensure a safe and clean working environment within the office.
* Act as first point of contact for all enquiries whether in person, or by phone, post, e-mail etc.; ensuring they are dealt with politely and professionally and followed up by appropriate action.
* To liaise closely with the members of Preston Deanery, both lay and ordained and field enquiries that arise from the churches, the general public and other interested parties, (for example funeral directors etc).
* Assist with the production and distribution of communications from the Vicar/Area Dean.
* Liaise with members of Chapter, Deanery Synod, Incumbents and Church Wardens to create meetings when required.
* To liaise closely with the members of Preston Deanery, and field enquires that arise from members of the church, the general public and other interested parties, (for example funeral directors, florists, schools, nursing homes etc).
* Attend and actively input into Vicar/Area Dean meetings as requested.
* Assist with the production and distribution of communications from the Vicar/Area Dean including photocopying, stapling, folding etc.

**Person Specification**

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| **Training and Qualifications**   | **How tested**  |
| A good level of Literacy skills necessary to produce newsletters, minutes, letters, emails etc.  | E | Application Form  |
| Maths to GCSE Grade ‘C’ or above / equivalent  | E | Application Form  |
| Business Administration e.g. NVQ, proven experience  | D | Application Form / Interview  |
| **Experience** |  |
| Working within an administrative role  | E | Application Form  |
| Experience of organising meetings and preparing all appropriate paperwork  | D | Application Form  |
| Experience of developing electronic data systems  | D | Application Form  |
| Church worship and missional planning experience  | D | Application Form / Interview  |
| **Knowledge** |  |  |
| Knowledge of GDPR | E | Application Form / Interview |
| Knowledge of Safeguarding | E | Application Form / Interview |
| Knowledge of church worship / ministry  | D | Application Form / Interview  |
| Knowledge of the Church of England (worship, ministry, and structures)  | D | Application Form / Interview  |
| **Skills and competencies**   |  |
| Excellent inter-personal and communication skills (written and oral)  | E | Application Form / References / Interview  |
| Strong attention to detail  | E | Application Form / References / Interview  |
| Ability to work autonomously and manage workload  | E | Application Form / References / Interview  |
| Excellent time management skills  | E | Application Form / References / Interview  |
| Confident IT skills  | E | Application Form / References / Interview  |
| Ability to work flexibly  | E | Application Form / References / Interview  |
| A good level of IT and keyboard skills, including experience of Microsoft Word, Excel and PowerPoint  | E | Application Form / Interview  |
| **Personal Attributes**   |  |
| Sensitive listener with experience of dealing with matters of confidentiality, sensitivity and pastoral compassion  | E | References / Interview  |
| Highly motivated  | E | Interview  |
| Enjoy learning and new experiences  | D | Interview  |

**Terms and Conditions**

This is a fixed term role offered initially until 2030 and is subject to external funding, therefore no extension beyond this time can be guaranteed at this stage. This role is also subject to the current Area Dean being in post. If the current Area Dean terminates the role then the post holder will be consulted but it could result in the contract being terminated.

The detailed terms and conditions will be contained in the Contract of Employment.

**EMPLOYER:** The Blackburn Diocesan Board of Finance.

**SALARY:** £12.00 per/hour paid monthly by direct transfer. The gross annual salary will be £7,863 per annum. Remuneration will be reviewed annually.

A DBF phone and laptop will be provided.

**HOURS:** This is a part-time role based on a 14-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder 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 will be based at St George’s Church. The nature of the role may require occasional travel around the diocese. A laptop can be provided to assist remote working.The role holder will need to attend training sessions and induction at Clayton House, Blackburn.

**PENSION:** Royal London pension scheme with 10% employer and 2% employee contribution.

**PROBATIONARY PERIOD:** The role will be subject to completion of a satisfactory 6-month probationary period, with the first review at 3 months.Appraisals will take place annually thereafter.

**NOTICE PERIOD:** During the probationary period one week's notice of termination of employment will be required on either side. Thereafter Service of Service

of less than six months 4 weeks

Over six months 12 weeks

**ANNUAL LEAVE:** The full-time entitlement is 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.  This is pro rata for part time employees.  The holiday year runs from 1 January to 31 December.

**DBS**: A basic DBS check is required for this role.

**Safeguarding**: we are 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 and undertake the Diocesan Safeguarding training course.

**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.

**Right to Work checks:** the successful candidate will need to provide documents to show their eligibility to work in the UK.

*For an informal conversation about this post, please contact* david.craven@sgp.org.uk.