

JOB DESCRIPTION

Personal Assistant to the Area Dean of Leyland and Vicar of St John's Church, Leyland

Post Title:	Personal Assistant
Post Hours:	14 hours per week, flexible
Salary:	£12.60 per hour
Location:	St John's Leyland. Some remote working to be mutually agreed.

Responsible to: Area Dean and Vicar to St. John's Church, Leyland

Main Contacts: Deanery clergy and administrators; PCC members and other church officers and ministry leads; Diocesan officers; Parishioners; Funeral directors; Deanery Synod secretary and chapter clerk

Job Purpose

We are looking for an experienced and skilled administrator to come and join St John's Leyland and Leyland 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 Area Dean / Vicar of St John's Church, Leyland.

The role requires a person who is approachable, well organised, has good interpersonal 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.

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.

Main duties and responsibilities

- Provide administrative and secretarial support to the Vicar/Area Dean.
- Manage the Vicar/Area Dean's diary and e-mail inbox. Action e-mails and ensure action points from minutes are diarised as appropriate.
- Acting as a point of contact for enquiries whether by phone, email etc.; ensuring they are dealt with politely and professionally and followed up by appropriate action.
- Arrange appointments and home visits for the Vicar/Area Dean and set up meetings of committees and groups that the Vicar/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 Vicar/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.
- Help maintain Vicar/Area Dean's expenses records.
- Ensure a safe and clean working environment within the office.
- Attend and actively input into Vicar/Area Dean meetings as requested.
- Order supplies and equipment for any Vicar/Area Dean events and office.
- Assist with the accurate production and distribution of documents such as Weekly News Sheets, Service plans and PowerPoint presentations as required.
- Assist with event planning and practical aspects e.g., booking venues, speakers, catering etc.
- To liaise closely with the members of Leyland Deanery, and field enquiries that arise from members of the churches, the general public and other interested parties (e.g. funeral directors).
- Liaise with members of Chapter, Deanery Synod, Incumbents and Church Wardens to set up meetings when required.
- Assist the Vicar/Area Dean and Communications group to develop, improve and upload content onto St John's Church, Leyland social media sites (Facebook, A Church Near You) and website as required.
- Help publicise events organised by Deanery churches or Blackburn Diocese within the Deanery as appropriate.

Person Specification

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: £12.60/hour paid monthly.

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 John'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 areadean.leyland@blackburn.anglican.org