

Job Title	Personal Assistant to the Vicar (D4 17/01/19)	Salary Grading	Ministry Support	Status	2 Year Fixed Term
Reports to	The Vicar	OR (Active Christian Faith)	NO	Work pattern	20 hours per week (4 hours / day, Monday – Friday)
Job purpose	To enable the mission of Jesus Christ by releasing and resourcing the Vicar in their role of leading Christ Church by providing administrative, organizational and diary management support to the Vicar.				
Key Responsibilities		Experiences and Qualifications		Relationships	
<ul style="list-style-type: none"> • Correspondence Management <ul style="list-style-type: none"> ○ Be the first port of call for people contacting the Vicar, acting as ‘gate keeper’ and able to act, speak and write on his behalf; ○ Facilitate communication between the Vicar and the staff / leadership / wider church family / local community / public, ensuring that key decisions are communicated as appropriate; ○ Receive, read, organise and prioritise all communications to the Vicar and all necessary paperwork for the Vicar, responding where appropriate and highlighting urgent requirements; ○ Inform the Vicar of urgent correspondence that he must reply to. • Diary Management <ul style="list-style-type: none"> ○ Be responsible for the smooth running of the Vicar’s appointments; ○ Establish a shared electronic diary for the Vicar; ○ Organise the Vicar’s diary, and book appointments and co-ordinate meetings on his behalf; ○ Be responsible for the long, medium and short-term planning of the Vicar’s diary; ○ Assist the Vicar with managing deadlines, time management and prioritisation of his workload to meet church deadlines. • Personal Assistance <ul style="list-style-type: none"> ○ Provide administrative support for the Vicar’s meetings, taking minutes as required and ensuring follow up of actions, as appropriate; ○ Organise and manage the Vicar’s expense claims; ○ Organise travel, conference and accommodation bookings for the Vicar; ○ Assist the Vicar with preparation for weekly gatherings and occasional services/offices. • Other Staff members <ul style="list-style-type: none"> ○ To liaise with other members of the church staff team where there is overlap with the Vicar’s responsibilities or workload. • Other duties – as directed by the Vicar. 		<p>Person Statement A person with excellent interpersonal and organisational skills, who is able to release the Vicar from routine administration by providing high quality administrative and secretarial support. A skilled communicator who has experience in the prioritisation of their and others workloads, who is both equally suited to working on their own and as part of a team.</p> <p>Key Skills, Experiences and Qualities</p> <p>Essential</p> <ul style="list-style-type: none"> • Strong and proven administrative, organisational and interpersonal skills with relevant experience as a secretary, personal assistant or administrator; • Excellent written and spoken communication skills in English; an eye for detail with scrupulous regard for the accuracy and quality of everything written on behalf of the Vicar; • Comfortable working on their own initiative and alongside others as part of a busy office team; • An understanding of the confidential nature of this role: Able to handle sensitive/confidential information discretely and act with tact and sensitivity in a trustworthy way; • Experienced in establishing, scheduling and managing multiple electronic diaries; • Uses their initiative to anticipate and get things done and can plan for key milestones; • Positive, optimistic and resourceful when dealing with obstacles and change; • Effective in managing their own time, priorities and workload, alongside those of the Vicar with the ability to manage a very busy and demanding diary and to respond to last-minute changes; • Experienced in use of office software packages including Microsoft office (including outlook diary management), desktop processing and database applications; <p>Desirable</p> <ul style="list-style-type: none"> • A regular attender at Christ Church, or someone who is willing to attend Sunday worship on a regular basis; • Understanding of Church of England and diocesan structures and terminology; • Competent in the use of a variety of communication channels; • Educated to A Level or equivalent with fast and accurate levels of typing. 		<p>Team The Administrative team consists of employees and volunteers and serves the church family by supporting and working with the clergy and ministry team leaders and members. The team is overseen by the Operations Manager, led by the Administration Team Leader and coordinates all the functions and daily requirements of the church.</p> <p>Key Relationships</p> <p>Staff wide</p> <ul style="list-style-type: none"> • Christ Church Clifton is a Christian Community and the staff team meet weekly for Christian worship and prayer (including prayer for individual members) and more occasionally for staff retreats. Most business meetings will include times of prayer. All staff are expected to attend these times in order to facilitate communication and to develop strong relationships within the team. • To meet regularly with your line manager to help reflect on, and manage your workload; to structure the pattern of your normal working week; to pray and plan strategic targets; and for personal/spiritual support and accountability. <p>Role Specific</p> <ul style="list-style-type: none"> • To meet weekly with the Administrative Team to communicate on common goals and objectives and to manage workloads and expectations for the week ahead. • To build key relationships within the church family (especially staff, lay leaders and ministry heads) and with the diocese and wider church. 	