

Job Title	Church Executive Assistant (03/10/24)	Salary Grading	Ministry Leadership	Status	Permanent
Reports to	Operations Manager	OR (Active Christian Faith)	NO	Work pattern	Full Time, 37.5 hours per week
Job purpose	To enable the mission of Christ Church Clifton by providing excellent administrative and operational skills and support the ministry, vision, and worship of Christ Church Clifton.				

Key Responsibilities	Experiences and Qualifications	Relationships
<ul style="list-style-type: none"> • Support to Senior Leadership Team (8 hrs) <ul style="list-style-type: none"> ○ Support the SLT with all aspects of their admin allowing them to focus on decision making for the church and wider community ○ Manage and prioritise communications to the SLT enabling them to achieve their objectives while ensuring timely responses ○ Keeping the SLT up to date on progress from other ministry teams • Office Process & Systems Management (5 hrs) <ul style="list-style-type: none"> ○ Create and implement systems and processes to ensure the office operates effectively ○ Improve communication processes within the church staff team and volunteers ○ Ensure that appropriate systems are developed and maintained for record keeping, filing and storage ○ Ensure that the content stored on the ChurchSuite management system is up-to-date and used effectively • Church Diary Scheduling Management (3 hrs) <ul style="list-style-type: none"> ○ Manage the tools used to manage the church programme and diary (ChurchSuite, MS Teams), developing standards, procedures and protocols for their effective use, and providing support to others where appropriate ○ Manage the preparation and upkeep of the resources needed to support the weekly gatherings (rotas, gathering plans, service sheets etc) ○ Manage the scheduling, planning and resourcing for major festivals (e.g. Christmas/Easter) and events (e.g. church weekend away) • Bookings Management (3 hrs) <ul style="list-style-type: none"> ○ Manage the church calendar and bookings diary in accordance with the usage policy, scheduling bookings, collecting fees and liaising with the Buildings Manager and other users as appropriate ○ Handle booking requests from internal and external users in a timely manner including arranging access, induction and invoicing where appropriate ○ Assist in the creation of systems, policies and processes to manage and improve the running of events and activities • Building Management (5 hrs) <ul style="list-style-type: none"> ○ Liaise with the Buildings Manager (currently vacant) to: <ul style="list-style-type: none"> ▪ Ensure smooth management and use of the building ▪ Manage the procurement, supplies and complete maintenance requirements for both the church and office space ▪ Organise regular maintenance checks of the buildings ▪ Ensure appropriate Health & Safety requirements are met ▪ Resolve ad-hoc maintenance issues, either responding directly or organising appropriate contractors or volunteers • Life Events Management (2 hrs) <ul style="list-style-type: none"> ○ Supporting the coordination of life events (weddings, baptisms, funerals etc) including enquiries, scheduling, documentation, fees, registers and returns in accordance with the agreed protocols ○ Support the recruitment of vergers and briefing them for life events • Staff Meetings (3.5 hrs) <ul style="list-style-type: none"> ○ Attend weekly Staff Meetings, taking and distributing minutes and following up on actions agreed ○ Regularly meet with the SLT to ensure SLT members manage their time well to allow them to make timely decisions in accordance with their short, medium and long term objectives • General Admin Support (8 hrs) <ul style="list-style-type: none"> ○ Be the first port of call for dealing daily with general phone, email and reception-based enquiries to the church office ○ Manage the office administration budgets and usage of the office credit card 	<p>Person Statement A well-rounded, enthusiastic, and organised person who likes to serve others through their administrative skills and can lead a team of volunteers to do likewise. An excellent communicator and a confident assistant who can manage and support an organisation moving through change. A person who has experience in the prioritisation and delegation of tasks and working to a high standard.</p> <p>Key Skills, Experiences and Qualities <i>Essential</i></p> <ul style="list-style-type: none"> • Excellent organisation skills with the ability to deliver multiple projects simultaneously and support the church at both a macro and micro level • Strong and proven administrative skills with a keen eye for detail • Positive, optimistic and resourceful when dealing with obstacles and change; a 'can do' attitude when implementing new processes and strategies with the ability to lead decision making • Skilled at working alongside volunteers to accomplish shared objectives, while also being an excellent communicator • Effective in managing their own time and workloads • Experienced in scheduling and managing multiple diaries • Experienced in use of Microsoft Office and Microsoft Teams software packages and database applications • Uses their initiative to anticipate and get things done and can plan for key milestones • Effective in their communication of messages to people within and beyond the organisation • Planned and organised, able to manage expectations and priorities from different stakeholders • In sympathy with the vision and values of Christ Church Clifton <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Previous experience of being a PA or EA • Understanding of the structure and relationship with the wider diocese network • Educated to A Level or equivalent with fast and accurate levels of typing • Previous experience of working within a changing environment or the charity sector • Previous experience of implementing and encouraging adoption of MS Sharepoint • A regular worshipper at Christ Church, or someone who is willing to attend Sunday worship on a regular basis 	<p>Team The Operations 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 and coordinates all the functions and daily requirements of the church.</p> <p>Key Relationships <i>Staff wide</i> As a member of the Christ Church Clifton Staff Team, you would need to respect our Christian ethos and be comfortable in an active Christian environment where team members:</p> <ul style="list-style-type: none"> • Maintain and develop a flourishing relationship with Jesus through regular times of personal prayer, study and retreat • Play a full and active role in the worshipping life of the church family at Christ Church • Attending weekly team worship, staff meetings, prayer times, retreats and trips away, and contribute to building excellent working relationships • Meet regularly with line managers to help reflect on, and manage workload; to structure the pattern of the normal working week; to pray and plan strategic targets; and for personal/spiritual support and accountability <p><i>Role Specific</i></p> <ul style="list-style-type: none"> • To meet with SLT members on a regular basis to manage workload and help to make efficient use of their time • To meet weekly with the Operations 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 • To work with members of the public in the planning of life events, meeting with them and ensuring that all practical elements of their arrangements are taken care of • To utilise resources and relationships within the church network, including but not limited to the Diocese of Bristol and UCAN <p>The role is primarily office based, however, there is some flexibility to allow for some home working, specifically when there are no internal or external face-to-face meetings or tasks to be completed on site</p>