



Executive Assistant

Information Pack



Inviting Everyone To Follow Jesus

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Christ Church Clifton is a Registered Charity, No 1130529

Hello

Thank you for your interest in the Executive Assistant role at Christ Church Clifton. We hope you find the enclosed material helpful in telling you a bit more about the church and the job. If we can help in any way as you consider if this role is right for you, please get in touch with Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk.

Included in this pack is information on:

- Christ Church
- Clifton and Bristol
- Who we are looking for
- The team you will be part of
- The job (person statement, key responsibilities and terms & conditions)
- How to apply

A bit about us!

We are a 'Word and Spirit' Church of England parish church based in Clifton, North West Bristol, part of the Diocese of Bristol and the New Wine Network of churches.

Our church family is made up of people from all ages, stages and walks of life. We currently hold three Gatherings each week – 8am and 10am on Sundays and 11am on Wednesdays. We also meet together in Small Communities in homes around Bristol during the week. In addition, we have active kids and youth work and lots of other activities going on.



Our vision is to see the heavenly transformation of people and culture in Bristol. Jesus calls this the Kingdom of God - a place where earth begins to look like heaven - and we want to play our part in seeing God's Kingdom grow in our own lives, in Clifton, in Bristol and beyond.

We do this by helping people find Jesus and follow him wholeheartedly. We believe that the most effective and fruitful place for us to be is living as followers of Jesus, being the people God has made us in the places He has called us, and helping others to do the same.

We work this out through our values of Encounter plus Family plus Generosity which leads to Transformation.

You can find out more about Christ Church and our vision on our website – www.ccweb.org.uk. Or come and pay us a visit – we would love to show you around.

Clifton and Bristol

Christ Church is located in northwest Bristol about a mile and a half from the city centre and within half a mile of the University of Bristol.

The population of the Clifton ward is just over 11,000 and is a blend of families, singles, students, young professionals and older retired people, some of whom live in nursing homes and sheltered accommodation. Although broadly affluent, the accommodation profile of the Parish also attracts people with a variety of social needs.

There are three schools within the parish: Christ Church Primary School and with whom we have close links; Clifton High School and Clifton College (both independent co-ed schools).

The parish is an eclectic mix of those who still view Clifton as a “village” and those who use it to commute to the city centre or further afield. With the growth of the student population, and the need for more affordable housing in Bristol (as the general population is growing rapidly), larger houses have been converted into flats, and the rental market remains strong despite the economic downturn. Despite this, there still remain some large properties in Clifton, and the area often attracts those who are relatively wealthy.

About 75% of members of the church family live outside the BS8 Clifton area. Like many large churches, we see people at most of our Gatherings who regard another church as their ‘home’, but come here for the teaching, the worship, and to be refreshed.

Who we are looking for

We are looking for a full-time Executive Assistant to join our Staff Team. This role is designed to enable the mission of Christ Church by providing excellent administrative and operational skills and to support our ministry, vision, and worship.

We’re looking for someone to provide excellent support to our Staff Team (particularly the Senior Leadership Team), and who can organise the daily operations of our church. The ideal candidate will have previously worked as either a PA or an EA, with experience in the charity sector as well as in managing change.

You will quickly become a pivotal member of the Staff Team, playing a key role in supporting the church’s mission and vision by ensuring that the Leadership Team can focus on their strategic responsibilities. You will be instrumental in organising the daily operations of the church and will have the opportunity to implement new processes and ensure the church is operating to its full potential. You will be confident in executing tasks and making changes where you see the need.

If you are proactive, organised, and detail-orientated, with a gifting for administration and a passion to support our church, we would love to hear from you.

The team you will join

You will be part of our Operations Team, which is made up of employees and volunteers and serves the church family by supporting and working with the clergy, the Senior Leadership Team and ministry team leaders and members. The team is overseen by the Operations Manager and meets weekly to co-ordinate all the functions and daily requirements of the church.

You will be line managed by the Operations Manager and will meet regularly with him to help you 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.

You will be part of our wider Staff Team. We meet weekly for lunch, to worship together, to share with one another and to pray for each other. We also meet daily for prayer at the start of each day.

You will also work alongside our Buildings Manager (currently vacant) to ensure our Grade II* listed building is well maintained and used to its full potential.

Finally, you will be part of the wider Christ Church family that meets together for worship on a Sunday and Wednesday. Therefore, we are looking for someone who is in sympathy with the vision and values of Christ Church and is comfortable attending Christian worship services and events.

Person Statement

To be shortlisted for this post, you will need to be able to demonstrate how you meet the essential key skills, experiences and qualities we are looking for. These are listed here:

- 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.

Although not essential for shortlisting, the following skills and qualities are also desirable:

- 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.

Key Responsibilities

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.

1. Support to Senior Leadership Team (SLT) (8 hrs)

- 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

2. Office Process & Systems Management (5 hrs)

- 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

3. Church Diary Scheduling Management (3 hrs)

- 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)

4. Bookings Management (3 hrs)

- 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

5. Building Management (5 hrs)

- Liaise with the Buildings Manager (currently vacant) to:
 - 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

6. Life Events Management (2 hrs)

- 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

7. Staff Meetings (3.5 hrs)

- 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

8. General Admin Support (8 hrs)

- 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

Terms and Conditions

This post will be a permanent contract, the first 6 months of which forms a probationary period, after which 2 months' notice is required on either side.

The employer is the Parochial Church Council (PCC) of Christ Church Clifton.

The post is Full Time over 5 days (Monday – Friday) – 37.5 hours per week.

The role is office based, and due to the nature and demands of this role you will need to work from the Church Office in Clifton at least four days per week

This post will be employed on the Ministry Leadership Scale. The salary package is from £26,500 to £31,600 (dependant on qualifications and experience).

The church also pays between 7% and 10% of the salary into a NEST pension (with the employee contributing 1%-3% respectively).

Annual leave entitlement is thirty days plus eight public holidays.

Start date: ASAP.

How to apply

If you are interested in applying for this role, we welcome you to come for an informal visit first. Please contact Mark Parsons, our Operations Manager at mark.parsons@ccweb.org.uk to arrange this.

Formal applications can only be submitted on the official Application Form which can be downloaded from our website at www.ccweb.org.uk/workforus or by emailing mark.parsons@ccweb.org.uk.

The closing date for applications is midnight on Sunday 5th January 2025.

Interviews will be held during the week beginning Monday 13th January.

Christ Church Clifton is committed to safeguarding children and vulnerable adults and expects all staff and volunteers to share this commitment. Christ Church Clifton follows safer recruitment practices.