

**The Parish of Chorley, St. Laurence**  
**Rector's PA**  
**Job Description**



### **Overview**

St. Laurence's Church is seeking someone to be the Personal Assistant to the Rector. In addition to pastoral and parochial duties at St. Laurence's, the Rector is involved with some charities and has some civic duties to undertake. He is also Assistant Archdeacon with responsibility for Clergy Wellbeing, which leads to involvement with a number of committees and groups within the diocese.

The post holder will support the day to day running of the Rector's workload. The key responsibilities include both secretarial and operational in order to support the Rector in the exercising of his ministry in the parish, wider community and Diocese.

This role would ideally suit someone with strong multitasking skills, good attention to detail and the ability to thrive in a fast-paced environment.

### **Location and Hours**

The post can be undertaken largely remotely, although attendance at the onsite weekly staff meeting is required.

It is also possible to explore this as a term-time only contract.

The role is initially scoped for 20 hours a week, which may be spread over 3 or 4 days.

### **Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment. The salary will be £15/hour paid monthly in arrears by direct transfer. The gross annual salary will be £15,600. This salary equates to a full-time gross annual salary of £29,250. Remuneration will be reviewed annually in January.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days (pro-rata), this includes bank holidays. Leave should be arranged in advance with the Rector.

The Rector will review regularly with the post-holder duties and responsibilities and discuss development, and opportunities for training. Any overtime needs to be agreed in advance with the Rector or Churchwardens and will be paid at the hourly rate.

**St. Laurence's Chorley is a Registered Charity no. 1175130**

## Key Tasks

- Provide administrative and secretarial support to the Rector. Manage the Rector's Diary and Inbox. Action emails and ensure action points from minutes are diarised and completed as appropriate. Identify opportunities to streamline this process using appropriate digital tools and systems (possibly Fyxr/Outlook Tools/Co-Pilot).
- Learn and adopt new IT platforms as needed, with support and training provided e.g. our church website and rota system provided by Hubb Church
- Arrange appointments and home visits for the Rector (including funeral visits)
- Arrange appointments and visits to deanery chapters diocesan officers and clergy pertaining to the Assistant Archdeacon for clergy wellbeing role and respond to one-off requests.
- Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available in good time.
- Liaise with the PCC Secretary to ensure that the agenda and supporting papers are sent out well in advance each month.
- Assist with arranging service cover as required.
- Ensure that confidentiality is maintained at all times. This includes managing both online and paper documents in an appropriate way and to have a working knowledge of GDPR compliance and practice.
- To liaise closely with the Church Office Coordinator and other staff. Being responsible for contributing towards a safe, secure and healthy working environment.
- Attend the weekly on site staff meeting and any other meetings as required.
- Being part of the 'Staff Member on Site' rota when St. Laurence's and its activities (Wellness Hub, Café and Gift Shop) are open to the public.
- Undertake any other duties which may be reasonably required

## Personal Assistant to Rector- Person Specification

| Requirement   | Essential | Desirable |
|---|-----------|-----------|
| Good level of general education – GCSE at grade C or above in English and Maths or equivalent   | yes       |           |
| In sympathy with the aims, mission and values of the Church of England                          | yes       |           |
| Able to work as part of a team and also to work on own using own initiative and self-motivation | yes       |           |
| IT Literate, word, excel, publisher, outlook, SharePoint  | yes       |           |
| Demonstrate a 'can do' proactive approach   | yes       |           |
| Proven ability to communicate with all types of people in the most appropriate manner           | yes       |           |
| Understand and recognise boundaries   | yes       |           |
| Able to maintain a high degree of confidentiality and deal with sensitive information.          | yes       |           |
| Demonstrate good organisational skills  | yes       |           |
| Ability to prioritise and plan ahead  | yes       |           |
| Have knowledge and understanding of the structure and language of the Christian Church          |           | Yes       |
| Proven experience as a PA or secretarial work   | yes       |           |
| Have strong attention to detail   | yes       |           |

### Application process:

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) to [hr@stlaurencechorley.co.uk](mailto:hr@stlaurencechorley.co.uk)

### Timeline:

Closing date for applications: **5pm on Friday 1<sup>st</sup> May 2026**

Interviews: Thursday 14<sup>th</sup> May 2026

Start date: Wednesday 1<sup>st</sup> July 2026 (negotiable)

Any successful appointment is subject to satisfactory references.