

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, the Rector is involved with some charities, governor of two schools, Chaplain to the Mayor and has some civic and diocesan duties to undertake.

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.

Location and Hours

The role will be based in St. Laurence's Church, Chorley, PR7 1EB although there may be occasions when working at the Rectory is appropriate.

The role is initially scoped for 10 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 £8.70/hour paid monthly in arrears by direct transfer. The gross annual salary will be £4,524. This salary equates to a full-time gross annual salary of £15,834. Remuneration will be reviewed annually in January.

Access to a pension scheme is available after three months' continuous service, although the employer makes no contribution on behalf of the employee. Further details are available from the Treasurer. 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. Leave should be arranged in advance with the Rector, bearing in mind the particular demands of preparation for major church festivals.

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

Key Tasks

1. 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 as appropriate. Arrange appointments and home visits for the Rector and set up meetings of committees and groups that the Rector is responsible for.
2. Assist as required with the preparation of Parish information, including the Annual Diary of Events, duty rotas, booking of concert performers and liaising with other events organisers. Ensure co-ordination of Parish activities by liaising with the Parish Administrator and working together on tasks as appropriate
3. Ensure that documents for meetings are flagged up in advance and that paperwork (or electronic equivalent) pertaining to the day is available.
4. Liaise with the PCC Secretary to ensure that the agenda and supporting papers are with the PCC Secretary in good time to be sent out well in advance each month.
5. Liaising with those who are responsible for overseeing rotas.
6. 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.
7. To liaise closely with the Parish Administrator and to provide telephone cover for the Parish Administrator as required.
8. Liaise with external community groups, parishioners, local schools (church and non-church) and all partners in the parish and Diocese.
9. Responsible for the Rector's filing and administration
10. Responsible for contributing towards a safe, secure healthy working environment.
11. Promote and foster St Laurence's reputation and standing within the community.
12. Undertake any other duties which may be reasonably required

Personal Assistant to Rector- Person Specification

Requirement	Essential	Desirable
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	
Willing to understand the structure and language of the Church and services.	yes	
Proven experience as a PA or secretarial work	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 office@stlaurencechorley.co.uk

Timeline:

Closing date for applications: Friday 11th January 2019

Interviews: Monday 21st January 2019

Any successful appointment is subject to satisfactory references and DBS check