

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 (and currently St. Peter's too), the Rector is involved with some charities and has some civic and diocesan duties to undertake. He is also Assistant Archdeacon with responsibility for Clergy Wellbeing.

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

The role is initially scoped for 15 hours a week, which may be spread over 3 or 4 days. There may be the option to extend the hours, if required, at particularly busy periods of the church calendar.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment. The salary will be £11.44/hour paid monthly in arrears by direct transfer. The gross annual salary will be £8923.20. This salary equates to a full-time gross annual salary of £20,820.80. 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/Area Dean.

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.

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 as appropriate.
- Arrange appointments and home visits for the Rector (including funeral visits)
- Arrange appointments and visits to deanery chapters and diocesan officers 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.
- Liaise with the PCC Secretaries to ensure that the agenda and supporting papers are with the PCC Secretaries in good time to be 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 Parish Administrator.
- Attend the weekly staff meeting and any other meetings as required.
- 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		
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 Church and services.	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 jill@stlaurencechorley.co.uk

Timeline:

Closing date for applications: **5pm on Tuesday 25th June 2024**

Interviews: Wednesday 10th July 2024

Any successful appointment is subject to satisfactory references.