

ST · BARNABAS KENSINGTON

Personal Assistant to the Vicar

Job Title: Vicar's PA

Salary: £25,000- £30,000 pro rata, dependent upon experience

Purpose: To enable the vicar to be free to fulfil the role of leading the church of St Barnabas, Kensington by the provision of secretarial and administrative support, including diary management. To facilitate the development of missional projects in line with the church's vision.

Accountable to: Vicar and PCC

Working week: 14 hours, with the possibility of increasing this dependent upon skills. Hours to be worked flexibly but in agreement over Tuesday and at other times to be agreed. Occasional evenings for PCC meetings will be part of the time worked flexibly.

Core Responsibilities:

- Provide practical support to enable the vicar to fulfil the ministry as leader of St Barnabas church, in line with the vision and values of the church
- Diary management – ensuring deadlines are met whilst ensuring work/life balance is protected
- Liaising with the Core Senior Leadership Team
- Facilitating the organisation of events and pastoral meetings on behalf of the Vicar
- Managing the development of missional projects and partnerships

Specific responsibilities

- Provision of secretarial support to PCC, Steering, Finance Groups:
 - PCC Secretary (minutes, agenda, APCM), other paperwork, Diocesan returns, Electoral roll
 - PCC / Staff link
 - Liaising with Director of Operations re Steering Group paperwork (Minutes, Agenda)
 - Liaising with Director of Operations and Treasurer re Finance Group Paperwork
- Administration of baptisms, weddings, banns, funerals, confirmations
- Completion of quarterly marriage and parochial fee returns + cheque
- Liaising with the Director of Operations regarding Term Planning and Event Coordination
- Coordinate and oversee practical elements of Sunday services as required
- Facilitate School Governor administration, school admission forms and other school involvement as required

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- Administration of STBK Sponsor Licence
- Help resource vicar's wider diocesan church responsibilities such as church planting, ministry experience scheme

Other

- Attend the weekly staff prayer and team meeting and service planning meeting – currently on Tuesday mornings
- Other duties as might be reasonably requested by the Vicar

Person Specification

- Reliable, efficient and well organised. Personable, outgoing and trustworthy
- Able to deal with issues of confidentiality with absolute discretion
- Able to work as part of a team, but also able to work independently as required
- Excellent IT skills, at ease with computer-based information and Microsoft Office.
- Able to plan ahead with excellent time management skills; able to prioritise workload, demonstrating a flexible attitude to completing tasks.

There is a genuine occupational requirement that the post-holder is a practising Christian under Part 1 of Schedule 9 to the Equality Act 2010. The post-holder would be required to participate in weekly team worship, lead team devotionals, pray with members of the church staff. This role requires an enhanced DBS check.