

Job Title	Vicar's PA and Administrator
Line Manager	Vicar
Working Hours	18.5 hours pw (hours to be agreed)
Level of safeguarding training required	Basic Awareness
DBS check required	No
Salary	£25,200 (pro rata)
Application closing date	10th February midday
Interview dates	w/c 17th February

Overview

The Vicar's PA and Administrator provides administrative support for the Vicar and other aspects of the day-to-day operation of the church including managing our social media accounts and website.

The following key responsibilities and requirements for this role are set out below. You may be required to perform further duties that are related to your core role, other than those specified below.

Be responsible to the Vicar for

- Maintaining the Vicar's online diary including scheduling meetings and appointments
- Helping to provide co-ordination, monitoring and communication in relation to the Vicar's various responsibilities
- Monitoring and managing the Vicar's incoming emails and messages
- Supporting all aspects of administration in relation to worship and occasional offices
- Preparation of papers for meetings and note taking

The role will also include tasks such as

- Creating and printing the 2 monthly Term Card (list of church activities)
- Administering (and creating content for) our social media accounts and website
- Administering and distributing information via A Church Near You and Mailchimp
- Design and production of posters and other publicity materials
- Answering phones and general queries
- General administrative support to the wider Great St Mary's team as necessary

Person specification

Essential requirements are shown in normal type. *Desirable requirements are shown in italics.*
Training will be offered where appropriate.

Education & qualifications

- GCSE English and Maths or equivalent
- A high standard of written English
- A clear and confident communicator

Knowledge & experience

- Previous PA experience
- Proficient using Microsoft Office products
- Ability to create imaginative print and online media
- *Experience of using the Churchsuite database*
- *An understanding of Church of England parish churches*

Skills & attributes

- Ability to prioritize, plan and structure workload and operate sensitively and effectively within a complex church environment
- Good attention to detail and managing deadlines
- Comfortable with learning new technology
- A willingness to acquire new knowledge and skills
- A well-organised active and systematic approach to work
- High standards of integrity
- Flexibility and sense a of humour

Motivation

- Aligned with the work and values of Great St Mary's
- *An interest in the operation of charities or churches*

January 2025