

## **Vicar's PA - Hendon**

Part time, 12 hours per week, 3 hours Mondays, Tuesdays, Wednesdays and Thursdays, times decided following discussion. Salary: £12.00-15.00 per hour depending on experience.

The Parish of St Mary and Christ Church, Hendon is a Church of England (Anglican) parish in the Diocese of London (population approx 22,000 people). The Parish is in a religiously and culturally diverse area of North London and is made up of two churches, committed to witness and service in our community in love and prayer.

We are looking to appoint a PA to the Vicar. This is a new post and the successful candidate will have the opportunity to have a positive effect on the running and organisation of the parish by supporting the Vicar with general administrative support, as well as liaising with the Church Wardens and other Officers to support the life, worship, ministry and mission of this parish. The successful candidate will have good secretarial and communication skills including experience in using MS Word, Publishes and Excel. This post is based in the Parish Office (at St Mary's, Church End, NW4 4JT).

Please send a letter of application along with a C.V to: [hendonparish@gmail.com](mailto:hendonparish@gmail.com)

Closing date for applications: 27th October 2023

Interviews: week beginning 30th October 2023

**The Parish of St Mary's and Christ Church, Hendon**  
**The Diocese of London**

**Role Description: Vicar's PA**

Part-time hours: 12 hours/week (worked as 3 hours per day Monday, Tuesday, Wednesday, and Thursday)

**LOCATION:** The Parish Office, St Mary's Church, Church End, Hendon, NW4 4TJ

**LINE MANAGER/REPORTING TO:** The Vicar

**KEY RELATIONSHIPS:** Vicar, Churchwardens, PCC Secretary and Treasurer

**BACKGROUND:**

The Parish of St Mary and Christ Church, Hendon is a Church of England (Anglican) parish in the Diocese of London (population approx 22,000 people). The Parish is in a religiously and culturally diverse area of North London and is made up of two churches, committed to witness and service in our community in love and prayer. This is a new post and the successful candidate will have the opportunity to have a positive effect on the running and organisation of the parish, supporting the Vicar, and those working with her, in our ministry.

**ROLE:**

The Parish is looking for a skilled and enthusiastic PA to come and join our Parish team on a part-time basis, working in the parish office at St Mary's, to aid the smooth running of the administration of church, church hall, and office and supporting the Vicar in overseeing the day-to-day enquiries of the Parish.

The purpose of the role is to facilitate the day-to-day administrative operations of the church e.g. ordering of supplies and equipment, producing pew sheets/service sheets, working closely with Officers of the church. As a faith-based organisation and place of Christian worship, our beliefs are central to everything we do. The post-holder will be expected to respect these beliefs and work actively to support our ministry and vision.

As well as providing effective administration within the church, the post-holder will have a public facing profile with the wider community on behalf of the Vicar, from answering emails and the phone to dealing with enquiries. This position requires professionalism and the ability to work in a small team where multi-tasking, sound decision making, self-motivation and discretion are essential. Equally the post-holder will need to be competent in communication, interpersonal and IT skills.

**MAIN DUTIES AND RESPONSIBILITIES:**

- **General administrative support to the Vicar**, including phone calls, post and email, working with an effective team of clergy and church officers;
- Prepare a **weekly pew sheet** - print and post on website, and email as appropriate;
- Maintaining the **Parish Diary**;
- **Ordering supplies**, equipment and ministry resources, etc. and receiving deliveries;
- **Prepare** orders of service including printing and folding;
- **Designing** posters/publicity including updating noticeboards, website and A Church Near You (and social media as necessary);
- **Assisting for "pastoral offices"** (baptisms, weddings, and funerals) e.g. bookings, paperwork and follow up;
- **Set up and manage a parish database** (using e.g. data developments software) in accordance with GDPR requirements;

- **Developing a record** of all key holders and assisting in producing and updating Risk Assessments;
- **General filing:** Ensuring all filing systems and databases are kept in good order;
- **Liaising with Treasurer** to ensure timely payment of fees, invoices and expenses;
- Assist in the preparation of the **Annual Report**;
- **Manage copyright licence** applications and requirements, and other statutory documents as necessary;
- Assist the Vicar and Trustees in **managing letting** for Church House and related administration;
- Maintaining **confidentiality** at all times.

This list of responsibilities is not intended to be exhaustive, and is subject to review in consultation with the post-holder and the Vicar

#### **PERSON SPECIFICATION:**

- A good command of numeracy and literacy - and written/oral communication;
- Experience of secretarial/administrative role;
- Experience of working with a range of I.T software including Microsoft Word, Publisher and Excel;
- Some experience of Church worship and ministry is desirable;
- Ability to manage an office environment with attention to detail and accuracy;
- Ability to show initiative and good time management;
- Ability to work independently and as part of a team;
- Be able to prioritise work and be able to work without direct supervision;
- Ability to respect confidentiality, discretion and show compassion to others;

#### **GENERAL CONDITIONS:**

Diversity: The Parish is an equal opportunity employer.

Standards of Behaviour and Conduct: Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals.

Health and Safety Responsibilities: All Church staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act (1974) not to endanger themselves or others and by the Management of Health and Safety at Work Regulations (1994) to cooperate with others in the control of health and safety at work.

Staff are required:

- to be familiar with health and safety procedures;
- to be familiar with accident and emergency procedures relevant to their area of work;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform the Vicar of church wardens immediately of any health or safety deficiencies or dangerous situations or concerns;
- to set a good personal example in respect of health and safety

Confidentiality: Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Vicar.

## **Other Information**

An Enhanced DBS check *will be* required before employment commences.

The parish operates a no-smoking policy within the workplace.

Terms and conditions of employment: The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. The post is offered on a yearly contract. There will be a three-month probationary period, at the end of which there will be an appraisal. Thereafter, appraisals will take place at least annually. 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. Changes may occur over time and the post-holder will be expected to agree to any reasonable changes to the job description that are commensurate with the job and in line with the general nature of the post. The post-holder would be consulted about any changes before implementation.

## **Salary**

The salary will be £12.00-15.00 per hour (depending on experience) paid monthly in arrears by direct bank transfer. Remuneration will be reviewed annually.

## **Annual leave**

Annual leave (AIL) entitlement is 4 weeks plus statutory Bank Holidays (BH). This is equivalent to: 20 days AIL + 8 statutory BH (pro-rata equivalent to 12 days (36 hours) AIL + 4.8 days (14.5 hours) statutory BH). Any leave will be arranged in advance with the Vicar, bearing in mind the particular demands of preparation for major church festivals. Annual leave must be taken between 1st January and 31st December each calendar year

## **Sick Leave**

Sick leave will be granted under the following terms: Sick leave will not be paid during the first 3 months of the probationary period. You may be entitled to statutory sick pay during this time. Two weeks per year in the first two years of employment. Three weeks per year in the third and fourth years of employment. Four weeks per year in the fifth and subsequent years of employment. Notify the vicar that you are unwell at the soonest possible time; preferably before you are scheduled to work. Sick leave will be paid according to the hours that you would normally be expected to work (that is: 3 hours per day, 3 days per week = 9 hours per week). This job description is intended as a basic guide to the responsibilities of the post and is not exhaustive and may be subject to review in consultation with the post holder.