

November 2022

## **Job Description**

### **Personal Assistant to the Vicar**

Full Job Title:	PA (part-time) to the Vicar of St Andrew with St Etheldreda, Histon and St Andrew's, Impington (who is also the Rural Dean of North Stowe) and Administrator in the St Andrew's Church Office
Employer:	The Parochial Church Council of St Andrew with St Etheldreda, Histon
Responsible to:	Jo Roach (Office Manager)
Working hours:	9.30am–1pm, Monday and Wednesday; 9.30am–3.30pm Tuesday and Thursday

#### **Main Duties**

- To support the Vicar with efficient administration.
- To administer the diary of the Vicar.
- To be responsible for the long, medium and short-term planning of the Vicar's diary.
- To prioritise emails and all necessary paperwork for the Vicar, respond where appropriate and highlight urgent requirements.
- To support the Rural Dean in his role.
- To be part of the Office Team under the direction of the Office Manager (tasks include banking, booking, ChurchSuite and event management).
- To liaise with other members of St Andrew's staff: the Curates, Youth Worker, Children's Worker and Pastoral Workers.
- Other duties as required.

#### **Key Skills and Qualities Required**

- Excellent interpersonal and organisational skills.
- Excellent secretarial skills and a high standard of competence in Pages/Word and Excel/Numbers.
- A committed Christian, with enthusiasm for the work of the church and a commitment to our vision (Under the 2003 Employment Discrimination Regulations there is a Genuine Occupational Requirement for the holder of this post to be a committed Christian).
- A mature outlook with relevant experience and an understanding of confidentiality.

- An eye for detail with regard for accuracy and quality, including excellent use of written English and grammar.
- The ability to work proactively and independently and to manage time effectively.
- Self-motivated, flexible, approachable, calm and confident.
- The ability to manage a busy and demanding diary and to respond to last-minute changes in cases of emergency.

### **Duties of the Role**

- Arranging meetings for the Vicar as required.
- Process emails.
- Answer the telephone politely and deal with requests arising.
- Deal promptly with emails sent to the Vicar, flagging those for immediate attention and discussion.
- Assemble all necessary documents for meetings.
- Help produce the agendas for relevant meetings chaired and hosted by the Vicar.
- Draft routine letters and documentation in connection with the responsibilities of the Vicar.
- Manage the Vicar's safeguarding administration.

### **Line-Management Responsibilities**

None.