**Job Description**

**PA to Incumbent St Peter’s Church**

**Job Title** Personal Assistant to the Incumbent

**Job Summary** To support the incumbent of St Peter’s Church in the administration of the parish, as well as in the roles of supporting and discipling members of the parish.

**Line Manager** Priest in Charge

**Hours** 5.5 hours per week

**Terms**  £30,000 per annum FTE (£4,400 actual)

 Fixed term contract, terminating on 31st December 2028

**Location** St Peter’s Church, Penhill, Swindon

1. To support the Church Administrator in ensuring that the functions of the church office run smoothly.
2. To support the incumbent in all matters pertaining to ministry.
3. To support the incumbent with the training and development and discipling of members of the congregation, including support with typing and preparing forms and documents.
4. To offer basic pastoral care for both members of the congregation and members of the public in consultation with the incumbent.
5. To offer support with basic computer and organisational skills for members of the congregation as needed for them to function effectively in their roles in church.
6. Being a welcoming, compassionate presence when working in the parish office, offering appropriate pastoral support and prayer for those coming to the office who may be bereaved, or who need support or signposting.
7. Supporting the Parish Safeguarding Officer and Recruiter with safer recruiting and DBS checks.
8. Arranging for maintenance of church buildings where necessary.
9. Supporting parish officers with reporting to the Diocese on finances and statistics.
10. Oversight and management of Priority Communities Network (PCN) funded ministry budget alongside incumbent & Treasurer.
11. Working with the Diocese PCN Project Officer and parish teams to capture metrics and measurements across agreed areas of activity.
12. Playing an active part in the PCN Operations Hub Managers Network, attending the monthly meetings and sharing learning.
13. To undertake such other tasks as may be reasonably requested by the post-holder’s direct line manager.

**GENERAL NOTES**

This is a description of the job as it is constituted at the effective date shown. It is the practice of the St Peter’s PCC to periodically review job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the St Peter’s reserves the right to make changes to your job description following consultation.

**SAFEGUARDING**

The Parish churches and Diocese of Bristol are committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**HOW TO APPLY**

* Applications must be made on the application form, which can be downloaded at <https://www.bristol.anglican.org/aboutus/vacancies-xdb/parish-vacancies/>
* Completed applications need to be sent to jobs@bristoldiocese.org

**Closing Date:** 9:00am, Monday, 16th June 2025

**Interviews:** Monday, 30th June 2025

If you would like further details, or to talk through any questions regarding this role, please contact: Rev Lydia Morey

E. moreylydiam@gmail.com

**PERSON SPECIFICATION**

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| **Experience** |
| **Essential Criteria** | **Desirable Criteria** |
| * An effective administrator
* Organisational and administrative support for a senior member of staff
* Providing pastoral support
* Financial reporting and budget management
 | * Practical experience working in an Anglican church context
* Understanding of Church of England structures.
* Grant writing & review
* Creation and management of social media content.
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| **Skills and Abilities** |
| **Essential Criteria** | **Desirable Criteria** |
| * Able to work on own initiative, to identify problems and find solutions quickly.
* Able to prioritise competing demands.
* Excellent computer literacy, with good knowledge of MS Office packages.
* Able to provide first line support and training on computer skills
* High attention to detail
* High level of confidentiality
* Keen and able to learn new skills as required.
 | * Experience of using software for the creation of advertising and social media. (e.g. Canva)
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| **Personal** |
| **Essential Criteria** | **Desirable Criteria** |
| * A Christian who is involved in and has a heart for local churches
* A passion for God’s work in areas of social disadvantage
* Self-motivated
* Flexible and adaptable
* Good interpersonal skills
 | * Understanding of the challenges faced in areas of high deprivation
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| **Other** |  |
| **Essential Criteria** | **Desirable** |
| * Flexibility to work some evenings and weekends.
* Ability to travel independently
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**GENUINE OCCUPATIONAL REQUIREMENT**

This post is subject to an occupational requirement that the postholder be a practicing Christian under part 1 of Schedule 9 of the Equality Act 2010.