



JOB DESCRIPTION

Job Title:	PA TO THE SENIOR PASTOR
Responsible to:	Church Operations Manager
Workplace:	Purley Baptist Church, Banstead Road, Purley CR8 3EA
Contract:	Permanent part-time 12 hours per week across 4 days
Salary:	£22,000 to £25,000 FTE depending on experience.

OBJECTIVE

The Pastor's Personal Assistant will serve by aiding the pastor in the carrying out of his leadership and pastoral duties. She/he will seek to use her/his personal gifts and technical skills for the benefit of the church by contributing to the Pastor's effectiveness and efficiency.

JOB DESCRIPTION - MAIN DUTIES AND RESPONSIBILITIES

- Manage the Senior Pastor's emails, calls and correspondence
- Arrange the Senior Pastor's calendar, appointments and meetings (both in-person and virtual) including booking rooms, ensuring IT and refreshments etc are available
- Organise the Senior Pastor's Documents for appointments and meetings
- Deal with requests for references, citizenship and passport applications
- Make logistical arrangements where necessary (travel arrangements etc)
- Providing basic pastoral care on the Senior Pastor's behalf (phoning people, arranging for flowers to be sent, sending cards)
- Manage arrangements for weddings and funerals – ensuring the Senior Pastor's has all necessary paperwork
- Take on duties and projects as required by the Senior Pastor

PERSON SPECIFICATION

- The appointee would need to be:
- Organised - be able to plan the pastor's calendar, deal with clashes
- Sensitive yet firm – able to listen to people's issues and deal with as much as possible, but referring what is necessary to the Pastor.
- Wise - able to discern what can be handled by self or with assistance of other staff members, without the pastor's intervention
- Comfortable with technology, office equipment and social media

Requirements	Desirable	Essential
PBC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment. Any offer of employment will be subject to the individual demonstrating the right to work in the UK, and completing satisfactory pre-employment checks, including two satisfactory and contactable employment references, and where appropriate, a satisfactory Enhanced DBS with Barred List Check or for non-UK residents, a satisfactory criminal record check or Certificate of Good Conduct		X
There is a Genuine Occupational Requirement under the Equality Act 2010 for the job holder to be a committed Christian		X
To adhere to the Statement of Belief of the Evangelical Alliance (www.eauk.org/about-us/basis-of-faith)		X
To be (or become) a committed member of PBC, regular in Sunday worship, and actively volunteering in the life of the church and its ministries		X
To take an active part in weekly staff meetings		X
Skills, knowledge and experience		
Exceptional accuracy and attention to detail		X
Ability to connect people and projects/events, and to find ways to improve systems and information flows	X	
Ability to proactively project manage from start to finish including researching an unfamiliar area	X	
Ability to manage someone else's diary, emails, correspondence and visitors		X
Experience of using shared data in an office environment	X	
Awareness of GDPR compliance	X	
Experience or training in GDPR compliance for a member organisation	X	
Ability to encourage a positive, collaborative and supportive working environment using excellent interpersonal skills and ability to relate well to people from all backgrounds		X
Flexible and adaptable e.g. able to offer reasonable cover to others if required	X	
Highly confidential and trustworthy		X
Proven ability to multi-task and to see jobs through to completion	X	
Well organised with excellent time management and scheduling skills	X	
Ability to take initiative and work with minimal supervision, remaining calm under pressure	X	
Ability to develop and contribute thoughtful and considered input into decisions and planning that enables innovation	X	
Fluent, clear and concise spoken and written English. Good numeracy skills		X
Proficiency using Microsoft Office 365, in particular Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams	X	
Good self-awareness and emotional competence		X
Ability to briefly offer empathy and prayer for visitors to the church in the absence of pastoral staff		X
Understanding of the ethos, mission and organisation of the Baptist Union	X	

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any role may be expected to change over time. The employees will be consulted over any proposed changes to this job description before implementation.