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**PA to the Pastoral Team**

Line Manager: The Vicar

Working hours: 20hrs; 5 mornings including the Sunday morning service

Start date: ASAP

**Overview**

The mission of the Pastoral Team is to resource, equip and facilitate the ministry of Christ Church; ‘Playing our part in the spiritual and social transformation of Tunbridge Wells and beyond’. The PA to the Pastoral Team will carry out the vital tasks of PA and administrator for the Pastoral Team as well as the initial point of contact for the church to ensure the smooth running of CCTW. This role will be pivotal in the delivery of our mission.

**Key Responsibilities**

**PA**

* Provide the Vicar with general PA support
  + Manage the vicar’s church diary
  + Provide the vicar with general administrative support
  + Attend church leadership and PCC meetings where required by the vicar
  + Represent the vicar where required
  + Undertake research on behalf of the vicar
* Maintain ecclesiastical records
  + This will include baptisms, weddings and funerals
  + Input data into the church database

**Administrative Support**

* Provide administrative support to the Pastoral Team
* Use the IKnow database to support the Pastoral Team
* Purchase materials for the Pastoral Team

**Communications**

* Produce the weekly newsletter and other communications across all forms of media
* Produce the Sunday Service Team details
* Design, create and source publicity and posters as required
* Produce the Sunday PowerPoint display
* Ensure all displays, including noticeboards, are kept current and look neat and tidy

**Reception**

* Be the “welcoming face” of the church as people walk in
* Handle general enquiries
* Be the telephonist
* Empty the church’s mailboxes

**Safeguarding, Health and Safety**

* Have knowledge of the Diocesan Guidelines on Safeguarding and support the Safeguarding Officers and Vulnerable Adults Representatives in their roles.

**General Expectations**

* Be a friendly point of contact
* Carry out tasks advised by the Vicar
* Be flexible when tasks not covered by the role description must be undertaken
* Work collaboratively with colleagues and provide support for the wider team where appropriate.
* Work with the Vicar and PCC to support our core values and deliver the Vision of Christ Church.
* Be actively engaged in the broader life of the church, attending whole church events and midweek group where possible.
* Undertake additional such tasks as may reasonably be expected within the scope and grading of the post.
* Provide cover for the Operations Manager

**Overview of terms and conditions**

* Part Time (20hrs)
  + Monday to Thursday 9am – 1pm
  + Sunday 9am – 1pm
    - Will be able to attend Christchurch Sunday morning service
* Must have a willingness to be flexible in relation to hours
* £21,000 - £28,000 per annum (pro rata)
* 25 days per annum annual leave (pro rata)

This Job Description is subject to amendment and may be changed from time to time after consultation with the post holder.