**Personal Assistant (PA) to the Vicar**

**Location:** St John the Baptist Church, Crawley, West Sussex

**Responsible to**: The Vicar

**Working Hours**: Part Time - 21 hours per week, some flexibility on days worked – ideally 5 days a week during the mornings.

**Permanent role**.

**Salary**: £24,000 pro rata for part time

**Closing date**: 23 February 2024

**Main purpose of the job**

The Personal Assistant will provide comprehensive administrative support to the Vicar of Church Crawley which comprises of 3 churches - St John the Baptist, St Peter’s in West Green and St Richard’s in Three Bridges. This will mainly involve the day-to-day management of the Vicar’s diary and e-mails. The ability to deliver the role in a well-organised and proactive way is vital.

**Working Environment**

We are a faith community and all our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith.

Our roles, therefore, have a genuine occupational requirement to be a Christian to ensure protection of our strong Christian ethos and values.

* All staff are expected to live out St John’s values.
* All St. John’s staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take, given their role and responsibilities.

**Key duties and responsibilities**

* Effective management of the Vicar’s e-mail inbox
* Diary management
* Provide high-level administrative support managing various tasks.
* Attend and provide support at meetings, preparing agendas, taking minutes, and subsequently distributing them to all participants and following up actions.
* Represent the Vicar at various meetings when required.
* Co-ordinate with the Vicar’s wife on varied tasks related to Church life.
* Collating and filing expenses.
* Implement and maintain an effective administrative support system. Co-ordinate activity effectively to drive continuous improvement.

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Educated to A-Level standard or equivalent. |  |
| **Knowledge & experience** | * Experience of managing a complex diary * Good skills with Microsoft office packages (particularly MS Excel, Power Point & Word) * Good experience of managing an e-mail inbox effectively. * Able to help manage expenses | * Strong previous PA/Admin type experience * Experience of working in a faith-based environment |
| **Skills/Abilities** | * Excellent written and oral communication skills * A proactive style to keep the Vicar informed of important tasks, deadlines and conflicting priorities. * Able to prioritise and meet deadlines. * As a point of contact have the ability to be a bridge for smooth communication between the Vicar and the church team and community. * Attention to detail and an excellent multi-tasker. * A team player |  |
| **Personal Qualities** | * A practicing Christian with a heart for God, and a desire to grow in faith, in agreement with the vision of the church. * Integrity with a high degree of discretion * Possess a flexible attitude, uses initiative & a collaborative approach. * Focused and responsive * Enthusiasm, energy, commitment, and a sense of humour |  |

**Further information for applicants**

**Closing Date**: 23 February 2024

**Job Basis:** This is a permanent role 0n part time basis (21 hours per week),

**Annual leave**: Full year: 25 days’ holiday per annum pro rata

**DBS / police check**: This role requires an enhanced DBS check.

**Office Hours** 21 hours per week, with some flexibility around working hours and days.

The postholder will occasionally be required to work evenings and some weekends, as the needs of the church require, such as Annual Parochial Church Meetings and Trustee meetings (for which time off in lieu will be offered)

**Pension scheme**: All staff who meet the criteria are automatically enrolled in the Church Crawley pension scheme - Church Crawley will contribute 4% of your salary to your pension.

**Interviews:** To be held during late February 2024

**Background on Church Crawley**

The adventure first began in the 13th Century with Church at St John’s, a daughter church to a church in Slaugham. For us it began in the summer of 2017 when we were sent out from St Peter’s Brighton with a small team. In the September we started a new service at St John’s, alongside the existing traditional services. From that first Sunday we have been blown away by the amazing people of God who have joined us on the journey.

We are part of the HTB Network, which has a big vision, to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. For us here in Crawley, that means we love Jesus, love church, love people and love Crawley. Alpha, Sundays, Social Action and Discipleship are core to this vision, but what’s really important to us are the steps we take on the journey.

Over the last 6 years, the congregation has grown beyond the walls of St John’s and now has 3 sites, partnering with existing congregations at St Peter’s and St Richard’s.

Church at St Peter's is in West Green, opposite The Swan pub and just down the road from Crawley Hospital. It’s not just the geographic centre of West Green, it’s the centre of the community. For years St Peter's have run book sales, a community cinema and hosted the local girl guides, as well as a traditional Eucharist service at 10am on Sundays. We're really excited to be journeying together, with a vision centring on the established links with the local community, working together to find an expression of social action in West Green.

Church at St Richard’s is in Three Bridges, located opposite Three Bridges Primary School and across the road from the parade of shops. It has the potential to be the beating heart of the community. For many years St Richard's have run groups for pre-school children and their parents and carers, as well as a traditional Eucharist service at 9.30am on Sundays. With a vision focussed on launching a new children and families centre, working with the local schools, and connecting meaningfully with the community throughout the week, we can’t wait to be part of what God’s going to do in Three Bridges.

Church at St John’s is in the centre of town. Our vision for St John’s is to see the building open 24/7 as a House of Prayer, for any of the many passers-by to drop in at any time, pray and light a candle. We’re excited to see the traditional services continue to grow at St John’s with the beginning of a choir and a group of young adults regularly serving as acolytes and preaching at our 9am Eucharist.

The Vision: For us here in Crawley, our vision is to Love Jesus, Love Church, Love People and Love Crawley.

The Mission: Our mission is bigger than any individual task but together our work contributes to the bigger picture. As a Christian organisation our faith is an integral part of our working culture. Each member of staff plays a key role in contributing to our vision.

Our Values: Church Crawley is a vibrant family of churches in Crawley seeking to play its part in the evangelisation of the nations, the revitalisation of the church and the transformation of society, by loving Jesus, loving church, loving people and loving Crawley.

At our core we are filled with the Holy Spirit. We are humble, not thinking too highly or too lowly of ourselves, knowing our identity is secure in Jesus. We are hungry: hungry to grow in relationship with Jesus, to serve, hungry for Crawley. We are home, a welcoming place where everyone is seen, heard and loved a place of both comfort and challenge.

From humble comes aspiring for excellence, bringing our best as we honour God with our skills and abilities. From hungry comes generous, pouring out all we have, giving our time, energy, and resources. And from home we want to be risk takers for the kingdom of God, not taking ourselves too seriously but taking God really seriously. We know we’re not risking our reputation but God’s, and he is so big he can take it.

Who are we: At Church Crawley we are a faith community. All our teams, including the staff team, pray together whenever we meet, sharing prayer and worship times throughout our working week. We exist to promote the whole mission of the church, pastorally, evangelistically, and socially, and this extends into our staff team where we seek to ensure that everyone who joins us will thrive in our environment, able to contribute to our community of shared faith.

Our roles, therefore, have a genuine occupational requirement to ensure protection of our strong Christian ethos and values.

* All staff are expected to live out Church Crawley values as they represent Church Crawley externally.
* All Church Crawley staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.
* We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious, and professional, and we endeavour to thread this through every part of the organisation and every interaction.

It is an exciting and challenging place to work and is full of variety. We aim for a ‘can do’ environment where innovation and creativity is encouraged, alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

We encourage applications from those of Black, Asian and minority ethnic backgrounds.