

Fixed term contract

Senior Pastors Executive Assistant

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| Job Title: | Senior Pastors Executive Assistant |
| Location: | Birmingham Vineyard Church |
| Department: | Administration |
| Reporting to: | Senior Pastors |
| Salary: | Dependent on experience £20,000 - £26,000 (full time equivalent) |
| Work Hours: | 28 hours per week (4 days) |
| Length of contract: | 9-12 months fixed term contract. |

THE ROLE As Executive Assistant you will provide the essential administration to support the Senior Pastors. This is a diverse role involving the coordination and management of the diary, representing the Senior Pastors in all forms of communication with people in Birmingham Vineyard, Vineyard Churches UK and I and the global Vineyard family of Churches. This role carries a genuine occupational requirement for a post holder who fully supports our Christian faith, values and ethos statement because of the centrality of the role in the organisation and the need to represent well the Senior Pastors and the church.

RESPONSIBILITIES AND DUTIES

Management

- Support senior staff in the staff appraisals process

Project oversight various ministries

- Plan and liaise with ministry & Community Leaders to support and resource them in their leadership of local activities

Communications

- Ensure excellent communication for all areas of church life
- Manage Senior Pastors media requirements and their active presence on social media platforms and in all Church and VCUK and I publications.
- Weekly communication with Site pastors, preachers and Sunday teams.

Event organisation / management / diary

- Plan regular and special events as required by Senior Pastors
- Oversee the church diary planning process

Fixed term contract

Senior Pastors Executive Assistant

Personnel / HR

- Coordinate with HR personnel services for employment matters in consultation with the Trustees and Senior Pastors
- Support senior staff in any recruitment processes

Office budget management

- Oversee the budgets held by the Senior Pastors

Personal assistant to Senior Pastors

- Work closely with Senior Pastors to coordinate diary, arrange meetings, sort travel arrangements, deal with correspondence and assist in meeting preparation
- Represent Senior Pastors to VCUK and I National Directors, Regional Leaders, Area Leaders, fellow Senior Pastors, as well as other church networks.
- Provide research and support to Senior Pastors.
- Co-ordinate sermon research team
- Co-ordinate communication with Sunday speakers and manage the preaching grid
- Monitor small group notes and feedback for preachers

Governance

- Work with Trustees to ensure excellent governance of the organisation including Health and Safety, HR and insurance policies
- Prepare Trustee meeting agendas, take minutes and act as liaison between Trustees and staff
- Act as Company Secretary and ensure preparation of reports for Trustees meetings
- Act as Data Protection Officer

Administration

- Develop and implement new office systems as required
- Respond to enquiries
- Attend conferences and training events as required
- Have regular annual appraisals with your line manager and undertake further training for both personal and professional development

Staff team membership

- Play a full part as a member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate
- Comply with all Birmingham Vineyard operating policies and procedures

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PERSONAL SPECIFICATION

| | | Essential | Desirable |
|-------------------|---|-----------|-----------|
| Character | A committed follower of Jesus with a vision and passion for organisation and administration to facilitate church ministry | ✓ | |
| | A servant-hearted leader and a team player | ✓ | |
| | Discreet and sensitive | ✓ | |
| | Committed to the vision and aims of the church | ✓ | |
| | Friendly, hardworking, teachable, adaptable, punctual and reliable | ✓ | |
| | Committed to excellence | ✓ | |
| | Attentive to detail | ✓ | |
| | | | |
| Experience | Previous office or organisational experience | ✓ | |
| | Management experience | | ✓ |
| | PA experience | | ✓ |
| | | | |
| Knowledge | Working knowledge of and confidence with IT packages including Word, Excel, Powerpoint, email, cloud-based applications | ✓ | |
| | Graphics applications (Photoshop, Indesign) | | ✓ |
| | | | |
| Skills | Able to innovate, take initiative, be self-motivated, plan own work load and that of others | ✓ | |
| | Able to communicate effectively and excellently both verbally and in writing with senior leaders in any environment. | ✓ | |
| | Able to manage time effectively and respond flexibly to the demands of a fast-paced and varied work environment | ✓ | |
| | Ability to work on own initiative and as part of a team | ✓ | |
| | Strategic and positive thinker with a 'can do' mentality | ✓ | |
| | Strong interpersonal skills | ✓ | |
| | Able to lead and motivate others | ✓ | |
| | Excellent organisational and admin skills | ✓ | |
| | Able to learn new IT packages and ways of working | ✓ | |
| | Actively contribute and support the church's vision | ✓ | |
| | Determination to ensure a result when faced with complex challenges | ✓ | |
| | Good IT skills – email, word processing, social media, cloud based applications | ✓ | |

Fixed term contract
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TERMS AND CONDITIONS

Work Pattern / Hours

The role is based upon 28 hours per week and the job holder may be required to attend some evening events and occasional Saturday events.

Occupational Requirement

This post carries an Occupational Requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.

<http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

Contract Period

This is a 9-12 month fixed term contract.

Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment.

APPLICATIONS

If you would like to apply for this job, please email a CV including at least 2 references and a covering letter explaining how your skills and experience fit the job description. Please contact Rosie McNeil on rosie@birminghamvineyard.com or call 0121 622 1230 if you would like more information.

The closing date for applications is **12pm on Tuesday 13th August 2019**

Initial interviews are provisionally planned from **15th August 2019 onwards**.