**Position:** Administrative Assistant

**Hours:** 37.5 hours (5 days) per week (2 days seconded to VCUKI)

**Salary:** £16,000 - £18,000 dependent upon experience

**Summary / Overview of role:**

The post-holder will support the PA to the Senior Pastors (John and Debby Wright) for 3 days per week, by undertaking a range of administrative duties to ensure the efficient and effective running of the Senior Pastors’ daily business both for Trent Vineyard and Vineyard Churches UK and Ireland.

The role will also be seconded for 2 days per week supporting the Director of Operations in Vineyard Churches UK and Ireland in administratively organising national initiatives, events and activities.

**Responsibilities:**

* Process expenses, mileage invoices and to make any purchases necessary for the Senior Pastors, their PA and the Director of Operations.
* Organise travel arrangements for Senior Pastors and other staff or staff groups (e.g. Senior Leadership Team, and Vineyard Leadership Group) including transport, parking, accommodation, event tickets, visas, insurance etc.
* Make arrangements for meetings and other events hosted by the Senior Pastors and the Director of Operations eg team meetings, one to ones, prayer and worship meetings.
* Make arrangements for visiting speakers, including transport, accommodation, and honoraria.
* Assist in the creation of the internal master Trent Vineyard and Vineyard Churches annual calendars and ensure they are kept up to date.
* Create and maintain all records, files and documents, both paper and electronic.
* Order stock to keep the Senior Pastors’ office well-supplied.
* Take a lead on the organisation of Trent Vineyard staff meetings, including the ordering of refreshments, liaising with set up teams and those doing ‘Thought for the Day’, worship, liaising with other staff regarding birthday celebrations and arrangements.
* Respond to correspondence when necessary, on the behalf of others. This will include correspondence of a pastorally sensitive nature.
* Organise birthday gifts, cards and pastoral responses for Trent Vineyard and Vineyard Churches UK and Ireland key staff, volunteers and Trustees on behalf of the Senior Pastors and the Director of Operations.
* Work with the PA to the Senior Pastors to keep the Senior Pastors’ diaries up to date, ensuring that they are synchronised with the church calendar and rooms are booked for meetings and events.
* Take on new areas of responsibility and oversight at the request of the Line Manager and relinquish others as the team develops and responsibilities change.
* Attend and actively participate in relevant meetings and training.
* To recruit volunteer teams from both the local church and from within the family of Vineyard Churches where needed.

**Reporting Relationships**

You report to: PA to the Senior Pastors (Sam McDermid)

For Vineyard Churches activities you report to: Director of Operations (Jude Bonnington)

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| **Person Specification** | **Essential / Desirable** |
| \*Be a Christian | E |
| Be loyal to the Senior Pastors, Trent Vineyard and the Vineyard Churches UK and Ireland, representing them well in a variety of settings | E |
| Demonstrate an understanding and modelling of Vision & Values of Trent Vineyard and Vineyard Churches UK and Ireland | E |
| Maturity and grace in the ability to respond to emails and phone calls of a pastorally sensitive nature in a Biblical and loving manner | E |
| Able to use initiative and problem solve | E |
| Trustworthy, discrete and confidential | E |
| Attention to detail | E |
| Good prioritisation and organisational skills | E |
| Approachable and a good communicator | E |
| Experience of diary management | D |
| Ability to work under pressure | E |
| Excellent interpersonal skills, able to work with everyone in a respectful and honouring way  | E |
| Able to work independently, proactively and flexibly | E |
| Able to lead and influence others | D |
| Experience of working with IT, including Microsoft Office, Dropbox, Slack, and social media, such as Twitter, Facebook etc | E |
| Previous experience in a similar role | D |
| Full clean driving licence and access to a car | D |

**\*Occupational Requirement**

This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010