

SHOEBURYNESS & THORPE BAY BAPTIST CHURCH

PA TO THE LEAD PASTOR JOB DESCRIPTION

Introduction

STBBC is a vibrant community church located in south east Essex, with over 300 people actively involved in church life. We are committed to worshipping God; Father, Son and Spirit in all that we are and do. As a community we are committed to our values of adventure, generosity, reflection, and sanctuary – these values represent what is important to us, and help us make decisions together as we grow.

This role is important to the smooth running of the church and in helping us grow to be the community God is calling us to be. We are seeking a PA to our Lead Pastor with the skillset, experience, passion and drive to work alongside the Lead Pastor for the effective running of the mission and ministry at STBBC.

This role is for 15 hours a week, and for an initial 1 year contract.

Job Title: PA to the Lead Pastor

Line Manager: Lead Pastor

Main purpose of the role

To provide support to the Lead Pastor across the range of their ministry, providing assistance with administration, organisation and planning so that the Lead Pastor is able to give more time to the spiritual oversight and leadership of the church.

Key objectives and tasks

- Manage the Lead Pastor's diary on a week-to-week basis, including making appointments.
- Screen phone calls, enquiries and requests, and handle them where appropriate.
- Arrange travel and accommodation for speaking engagements, conferences and events.
- Deal with incoming email and post, often corresponding on behalf of the Lead Pastor.
- Meet and greet visitors to the Lead the Pastor.
- Deputise for the Lead Pastor where appropriate and delegate work to others in the Lead Pastor's absence.
- Provide administrative support for HR related work, including organising interviews, arranging annual reviews, and maintaining staff files.
- Organise and maintain the Sundays plan.

- Produce the STBBC weekly email.
- Handle, confidentially, information relating to various personal and pastoral issues on the Lead Pastor's behalf, not to have responsibility for these, but to be sensitive and discreet when dealing with knowledge and/or administration of them.
- Be part of the STBBC Communications Team and involved in implementing the outcomes of these meetings, including use of Social Media (particularly Facebook).
- Carry out background research, and producing reports and presentations.
- Produce documents, briefing papers, reports and presentations.
- Other administrative tasks as required.

General staff duties

- Attendance at Sunday worship
- Attendance at staff meetings, planning days and training
- Welcoming guests and dealing with enquiries as required

Working Hours

- The role is for 15 hours a week, to be worked between 9am-5pm Monday to Friday as arranged with the Lead Pastor (and must include Wednesday mornings from 10-11.30am for staff meetings).
- Occasional evenings and weekends as required for events and courses (time-off given in lieu).
- Church Weekend
- Staff development and training events
- 5.6 weeks annual leave, including Bank Holidays

Remuneration

This role is being offered with a pro-rata salary of £17-19,000 depending on skills and experience.

Applications

Please send a covering letter and CV to david.mayne@stbbc.org.uk

Closing date: 26th June 2017

Shortlisting: 28th June 2017

Interviews: 7th July 2017

The role as outlined above will take effect as soon as possible following the interviews on 7th July with a 3-month probationary period.