

Trinity Church, Exeter – PA to the Incumbent. £11.25 per hour. Up to 16 hrs per week

As a Personal Assistant, your role will primarily be to support the Incumbent in the delivery of his ministry by providing highly effective and dedicated secretarial and administrative support. You will also work closely with the church leadership. You will take ownership of diary management, organising meetings, events and presentation preparation. You will also need to be proactive and have a strong eye for detail to thrive within this role.

**What will you be doing?**

- You will manage diary, postal and paperwork tasks along with incoming emails in Incumbent's inbox
- You will make sure that the Incumbent's deadlines are met
- You will make appointments and manage travel and accommodation arrangements
- You will be drafting letters, reports, take meeting minutes and actions, distributing and filing appropriate documents within agreed timescales
- You will organise and co-ordinate events for staff members and other events, organising venues, hospitality, invitations etc
- You will manage incoming queries and act upon requests in an effective and efficient manner - escalating when necessary.
- You will compile and maintain records within an efficient filing system, maintain databases, producing reports as required in accordance with GDPR.
- You will maintain stationery and office supplies for the Incumbent's office, taking budget responsibility as appropriate
- You will undertake ad hoc administrative tasks as required

**What we're looking for – someone who:**

- is a committed Christian, with discretion, who can demonstrate a sensitive and supportive approach
- has proven experience of working effectively within a confidential environment
- is polite & has a helpful manner
- can work in a small team
- responds flexibly & actively to changing circumstances
- has experience of customer service
- has some flexibility in hours worked
- can use their own initiative, to be self-reliant and proactive
- can develop and maintain constructive working relationships
- ideally has proven experience in a similar role

**Skills that will help you in the role:**

- Extensive use of various desktop applications including the complete MSOffice suite.
- Good literacy skills, both written and verbal to communicate with the staff team, voluntary workers, church family and third parties
- Experience of setting up and maintaining efficient administrative systems
- Ability to manage and prioritise a high workload and multiple tasks to tight deadlines
- Driving licence

**It would really help if you had:**

- An understanding of Trinity Church
- An awareness and understanding of the Church of England

**Where will you be working?**

- You will work predominantly at home (laptop, printer and mobile phone provided)

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## TERMS AND CONDITIONS

Your employment with Trinity Church Exeter will ideally commence on 29 April 2019. This will be an initial fixed term contract of 2 years with a 6 week probationary period.

Wage: £11.25 per hour

Hours of work: up to 16 hours per week. The post requires a degree of flexibility regarding the working hours. There may be the need to work some evenings and weekends.

Accommodation: Not provided

Paid Leave Entitlement: 6 weeks + bank holidays

Sick Pay Provision: Trinity Church operates the Statutory Sick Pay Scheme

Pension Entitlement: A pension scheme will be offered in line with current legislation and Church of England practice

Notice: Four weeks' notice of termination is required on either side

Conditions of appointment: It is our policy to check all staff (paid and unpaid) for suitability to work with children and young people. We will undertake an enhanced DBS check and ask for references. One of the referees must be your current or most recent employer.