

PA to the Leadership Team

St Paul's, Cheltenham

An exciting opportunity to join a vibrant church in the role of PA to the leadership team, as we enter a new stage in church life.

Introduction to St Paul's

St Paul's is a charismatic evangelical church family, committed to personal relationship with Jesus and each other, growth in personal and corporate flourishing, and the healing and salvation of our local community and the diverse communities we all inhabit.

We have grown from a small existing church population and a subsequent church plant in 2007 to being on the cusp of a medium sized church (c.250). The change is one we are embracing and putting energy into navigating well. The challenges and opportunities ahead of us are exciting and we believe the Lord will grow us both as disciples and as a church as we move through them.

We serve an eclectic area of Cheltenham, very close to the town centre and our large sister church, Trinity. The area has significant levels of deprivation and a large student population, which can make for an interesting mix. Our congregation is drawn primarily from a two mile radius with a small percentage living within the parish boundary.

Our staff team is small, but growing and we have many wonderful saints serving the church. The challenges we face include: equipping and empowering church members in ministry; transitioning into a different size church family; serving a deprived locality whilst being predominantly affluent.

Key purpose of role

This is a new, exciting and stimulating role providing dedicated support to the church leadership team and the vicar in particular. This will include diary management, communication, administration as well as support, execution and management of specific projects. This is likely to be a part time role in the first instance, but in time could become a full-time role. Flexible hours and working arrangements may be possible for the right candidate and, on occasion, required for the role to serve the church well. Responsibilities will include:

- Diary management: organising travel, meetings and appointments.
- Project management: coordinating ministry activities, initiatives and events.
- Information management: databases, online filing, reports, and presentations.
- Relationship management: first point of contact for communication, correspondence and phone calls.
- Miscellaneous tasks: supporting the leadership as required.

Person specification

- It is an occupational requirement that the candidate will be fully supportive of the Christian vision, value and mission of St Paul's.
- A person of integrity and loyalty, aware of the need for appropriate confidentiality and able to handle challenging interactions in an appropriate manner.
- Highly organised with knowledge and experience as a PA, or minimum of 2 years office-based experience and the willingness and potential to grow into the role.
- A self-starter who is a good team player, able to work alongside a gifted staff team.
- A personable communicator; able to work well under pressure; articulate in written and verbal communication.
- Ability to develop relationships with key stakeholders and people across the church family.
- Ability to prioritise effectively and respond positively to pressure, thinking spontaneously when required.
- Experienced in leading and managing volunteers.
- Highly computer literate.
- Able to retain grace based view of colleagues and congregation alike.

Conditions of Employment

Hours of work: Half time – 19 hours per week, working Monday to Friday. Flexible hours and working arrangements may be possible for the right candidate.

Holiday Entitlement: You are entitled to paid holidays during the year at the rate of 12.5 working days

Salary: £9000pa

Place of Work: St Paul's Church Offices, St Paul's Old School, Cheltenham

Participation in prayer and bible study: You will be expected to attend staff team meetings, worship and church prayer meetings as well as deepen your relationship with God through personal prayer and bible study.

Statement of Faith: It is an occupational requirement that the post holder is a committed Christian who is willing and able to sign the Saint Paul's Statement of Faith.

Pension: The PCC will contribute 5-7% of salary to an approved pension scheme.

Sick Pay: Following the probationary period of six months, during any unavoidable absence through sickness or injury, payment will be made for a maximum period of six months in any period of twelve months – three months at normal pay and three months at half normal pay.

Expenses: All approved working expenses are met in full by the PCC.