

# st michael's

## CHESTER SQUARE

### **Job specification for PA and Administrative Assistant**

**Job title:** PA and Administrative Assistant

**Line Manager:** Operations Manager

#### **About St Michael's Church**

St Michael's is a lively, all-age, cosmopolitan church in the heart of London. We are a congregation from many different backgrounds, but we are all united in our belief that Jesus Christ transforms everything. We have two Sunday services, 10.30am and 6.00pm, which comprise a mix of worship styles, prayer, Biblical teaching and fellowship.

**Job purpose:** To support the smooth running of daily life in the church office, including assisting with administrative tasks, dealing with enquiries, helping to manage internal events and a range of other tasks to support the Vicar and the Office Team.

#### **Responsibilities**

##### **PA duties**

- Fielding the vicar's telephone calls
- Making telephone calls on the vicar's behalf
- Arranging meetings
- Making travel arrangements
- Preparation of documents ahead of meetings
- Ordering books and items of stationery
- Assistance with any administrative tasks, such as typing up documents and emails

##### **Administrative duties**

###### *Regularly*

- Checking messages on the office answer phone
- Dealing with enquiries and telephone calls in the office
- Redirecting enquiries to the relevant department, specifically new events enquiries to the Events Manager and pastoral enquiries to the clergy
  
- Monitoring stock levels (cleaning products, freezer, food cupboard)
- Making orders for events and arranging deliveries
- Arranging printing, editing, cutting and distribution of publicity materials
- Printing and folding the weekly bulletin and order of service
- Scheduling rotas for volunteers at Sunday services via Planning Center
- Attendance at weekly Staff Meeting

- Production of Sermon Card
- Updating the online church diary with new events
- Updating of the church database
- Printing and distributing monthly Prayer Diary
- Ordering stocks & supplies and keeping supplies in good order
- Typing up feedback from events
- Keeping the special events/services file up to date
- Upkeep of the church noticeboards
- Helping to manage smaller internal events throughout the year such as: Sunday Evening Suppers, Newcomers Evenings, Celebration lunches, Women's brunches, Prayer Ministry Training, special Sunday services, Quiet day, Leadership morning.

#### *Occasionally*

- Meeting events clients and showing them the church facilities (in liaison with Verger)
- Assisting with arrangements for funerals and baptisms in the church
- Assisting any of the clergy or the staff with handouts or leaflets
- Dealing with historical enquiries e.g. requests from genealogists

#### **Essential skills & attributes**

- Ability to handle confidential matters with discretion
- Efficient work ethic with attention to detail
- Computer literacy, esp. Microsoft Office
- Excellent inter-personal skills

#### **Desirable skills & attributes**

- Adaptability to new challenges and tasks
- High level of organisation
- The ability to stay calm under pressure

#### **Other requirements**

- Due to the nature of this role it is an occupational requirement that the successful candidate be a committed Christian.
- The job holder must be in sympathy with St Michael's values and stated aims
- Basic DBS check

#### **Job detail and benefits**

- 37.5 hours a week
- 25 days annual holiday
- Remuneration £20,000 - £24,000 based on experience
- Contributory pension provided
- There is a three-month probationary period

**Contact:** [office@smccs.org.uk](mailto:office@smccs.org.uk)

**Deadline for applications:** 22<sup>nd</sup> February 2019