

Fixed term contract  
Executive Assistant to the Senior Pastors  
(Maternity Cover)

<b>Job Title:</b>	Executive Assistant to the Senior Pastors (Maternity Cover)
<b>Location:</b>	Birmingham Vineyard Church
<b>Department:</b>	Administration
<b>Reporting to:</b>	Senior Pastors
<b>Salary:</b>	Dependent on experience £20,000 - £26,000
<b>Work Hours:</b>	35 hours per week (5 days)
<b>Length of contract:</b>	12 months fixed term contract.

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**THE ROLE** As Executive Assistant you will provide the essential administration to support the Senior Pastors. This is a diverse role involving the coordination and management of the diary, representing the Senior Pastors in all forms of communication with people in Birmingham Vineyard, Vineyard Churches UK & I and the global Vineyard family of Churches. This role carries a genuine occupational requirement for a post holder who fully supports our Christian faith, values and ethos statement because of the centrality of the role in the organisation and the need to represent well the Senior Pastors and the church.

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## RESPONSIBILITIES AND DUTIES

### Management

- Support Senior Pastors in the staff appraisals process
- Set agenda for Pastoral Team Meetings, take minutes, and communicate with pastoral staff about responsibilities and expectations

### Communications

- Ensure excellent communication for all areas of church life
- Maintain ongoing rhythm of printed communications with financial givers

### Event organisation / management / diary

- Plan regular and special events as required by Senior Pastors
- Oversee the church diary planning process
- Oversee the purchase of tickets and hotel rooms for staff team at the Vineyard National Gathering

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#### **Personnel / HR**

- Take the lead on HR employment matters in consultation with the Trustees, Senior Pastors, HR consultants
- Support senior staff/line managers in any recruitment processes
- Manage staff annual leave on Churchsuite
- Communicate with new trustees and site pastors upon appointments about DBS requirements.

#### **Office budget management**

- Oversee the budgets held by the Senior Pastors

#### **Personal assistant to Senior Pastors**

- Work closely with Senior Pastors to coordinate diary, arrange meetings, sort travel arrangements, deal with correspondence and assist in meeting preparation
- Represent Senior Pastors to VCUKI National Directors, Regional Leaders, Area Leaders, fellow Senior Pastors, as well as other church networks.
- Provide research and support to Senior Pastors
- Co-ordinate communication with Sunday speakers and manage the preaching grid
- Monitor small group notes and feedback for preachers
- Make purchases and send gifts on behalf of the Senior Pastors
- Planning agendas, attend meetings, taking minutes at meetings required by the Senior Pastors

#### **Governance**

- Work with Trustees to ensure excellent governance of the organisation including Health and Safety, HR and insurance policies
- Prepare Trustee meeting agendas, take minutes and act as liaison between Trustees and staff
- Act as Company Secretary and ensure preparation of reports for Trustees meetings
- Act as Data Protection Officer

#### **Administration**

- Attend conferences and training events as required
- Have regular annual appraisals with your line manager and undertake further training for both personal and professional development

#### **Staff team membership**

- Play a full part as a member of the staff team, working collaboratively on shared goals and supporting wider ministries of the church as appropriate
- Comply with all Birmingham Vineyard operating policies and procedures

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**PERSONAL SPECIFICATION**

		<b>Essential</b>	<b>Desirable</b>
<b>Character</b>	A committed follower of Jesus with a vision and passion for organisation and administration to facilitate church ministry	✓	
	A servant-hearted leader and a team player	✓	
	Discreet and sensitive	✓	
	Committed to the vision and aims of the church	✓	
	Friendly, hardworking, teachable, adaptable, punctual and reliable	✓	
	Committed to excellence	✓	
	Attentive to detail	✓	
<b>Experience</b>	Previous office or organisational experience	✓	
	Management experience		✓
	PA experience		✓
	Some HR experience		✓
<b>Knowledge</b>	Working knowledge of and confidence with IT packages including Word, Excel, Powerpoint, email, cloud-based applications	✓	
<b>Skills</b>	Able to innovate, take initiative, be self-motivated, plan own work load and that of others	✓	
	Able to communicate effectively and excellently both verbally and in writing with senior leaders in any environment.	✓	
	Able to manage time effectively and respond flexibly to the demands of a fast-paced and varied work environment	✓	
	Ability to work on own initiative and as part of a team	✓	
	Strategic and positive thinker with a 'can do' mentality	✓	
	Strong interpersonal skills	✓	
	Able to lead and motivate others	✓	
	Excellent organisational and admin skills	✓	
	Able to learn new IT packages and ways of working	✓	
	Actively contribute and support the church's vision	✓	

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	Determination to ensure a result when faced with complex challenges	✓	
	Good IT skills – email, word processing, social media, cloud based applications	✓	

## TERMS AND CONDITIONS

### Work Pattern / Hours

The role is based upon 35 hours per week and the job holder may be required to attend some evening events and occasional Saturday events.

### Occupational Requirement

This post carries an Occupational Requirement on the grounds of religion and belief. Candidates applying must be able to demonstrate a Christian belief and value system in line with Vineyard Churches UK & Ireland Statement of Faith.

<http://www.vineyardchurches.org.uk/tools/statement-of-faith/>

### Contract Period

This is a 12 month fixed term contract.

### Eligibility to Work in the UK

The job holder must be able to provide evidence of their eligibility to work in the UK prior to appointment and for the entire duration of employment.

### DBS Clearance

The job holder is required to obtain and maintain satisfactory DBS clearance for the entire duration of employment.

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## APPLICATIONS

If you would like to apply for this job, please email a CV including at least 2 references and a covering letter explaining how your skills and experience fit the job description. Please contact Aimee Gating at [aimeeg@birminghamvineyard.com](mailto:aimeeg@birminghamvineyard.com) or call 0121 622 1230 if you would like more information.

The closing date for applications is **5pm on Thursday the 31st March 2021**

Initial interviews are provisionally planned from **5th April onwards**.