

## **ROLE DESCRIPTION – PERSONAL ASSISTANT**

Job Title: PA to the Chair of District

Responsible to: The Lay Employee will be employed by the Nottingham and Derby Methodist District and will be under the supervision of the Chair of District.

### **Purpose and Objectives:**

As the Personal Assistant (PA) to the Chair, you will work closely with the District team, both lay and ordained. You will liaise with Superintendent Ministers, ecumenical colleagues, churches and their members across the Methodist District of Nottingham and Derby and beyond. You will also have contact with members of the Connexional team and other Chairs of districts, working in conjunction with the District Facilities Manager.

You will be required to provide skilled and efficient administrative support to the Chair, and you will help the Chair to make the best use of their time by dealing with secretarial and administrative tasks.

You will need extensive knowledge of the Methodist Church and understand the Church's policy around Our Calling along with the District policy.

### **Main Responsibilities:**

- Organising and maintaining diaries and making appointments
- Organising meetings and ensuring the Chair is well prepared for meetings
- Dealing with incoming emails and post, often corresponding on behalf of the Chair
- Devising/maintaining office systems, including data management and filing
- Arranging travel and accommodation, and occasionally being present with the Chair to take notes at meetings or to provide general assistance
- Screening phone calls, enquiries and requests, and handling them when appropriate
- Being competent in all areas of word processing/Excel/PowerPoint
- Work with the District Facilities Manager to co-ordinate and provide hospitality for meetings held at the District Hub
- Any other duties and responsibilities, identified by the Chair as are within your capabilities and level of responsibility, in order to meet the needs of the District.

### **Terms and conditions:**

- Terms of appointment: Part Time 15 Hours per week
- Place of work will be the District Office – Rivergreen Methodist Hub, Clifton, Nottingham
- Salary will be £13.50 per hour
- Normal working pattern: 15 hours per week, worked over a 3 or 4 day period. Some unsocial hours during the evening and at weekends will be required. At least one day free of responsibilities each week
- Opportunities for study and for training
- All reasonable expenses will be reimbursed
- There is a contributory pension scheme to which eligible lay employees will be auto enrolled. The pay level of this appointment entitles you to opt into the scheme.
- Your holiday entitlement is 84 hours per year
- The appointment will be subject to a basic criminal (Disclosure & Debarring Service – DBS) check
- The appointment will be subject to two satisfactory references, one of which must be your present employer, if applicable
- The appointment will be subject to the satisfactory completion of up to a six-month probationary period.

**Management:**

The Lay Employee will have a line manager who is the Chair, whose responsibilities will be to:

- Become familiar with the work of the Lay Employee
- Work with the Lay Employee to encourage the church to respond to new challenges and opportunities in mission
- Determine priorities for the work
- Ensure good communications between all the 'stakeholders' (groups and networks) involved
- Monitor and evaluate progress with the Lay Employee on a regular basis (meetings will take place monthly during the probationary period)
- Act as a 'sounding board' to the Lay Employee.

**PERSON SPECIFICATION****Post: Personal Assistant (PA) to the Chair of the Nottingham and Derby District**

Attributes	Essential	Desirable	Method of assessment
Education and training	Educated to GCSE level or equivalent		Q
Proven ability		Understand the sensitivities of faith centred communities	A, I
Special knowledge and skills	Able to use Microsoft Word, PowerPoint and Excel		A, I
	Ability to work under pressure and to tight deadlines		I
	Exceptional written and oral communication skills		A, I
	Organising and maintaining diaries, and making appointments		A, I
	Deal with incoming emails and post; ability to correspond on behalf of the Chair		A, I
		Good organisational and time management skills	A, I
Special Qualities of Aptitudes	Able to relate well to people		A, I
	Able to communicate effectively, both verbally and in writing		A, I
	Able to motivate self and others		A, I

		Able to set and work to goals without direct supervision	A, I
		Able to contribute effectively to a faith centred team	A, I
		Able to adapt to changing priorities and circumstances	I
Any other requirements	Willingness to understand and engage with Methodism and be subject to its discipline		i
	Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines which can be accrued		A, I
	Satisfactory basic criminal check from the Disclosure and Barring Service (DBS)		DBS application

**A – Application form**

**I – Interview**

**Q – Proof of Qualification**