

## **Vicar's Assistant**

Date: January 2024

### Role Summary:

The Vicar's Assistant is responsible for management of the Vicar's Diary, Vicar's Communication, and management of the Staff Team. In addition, to ensure appropriate pastoral response is provided by the Vicar, as necessary, and to manage the administration of 'Life Events', on behalf of the Vicar.

This role has been developed to ensure that the Vicar's time is safeguarded for prayer and study, service and sermon preparation, pastoral presence, and that capacity is released for vision and growth-related dimensions of Church Life.

### Terms:

- 2.5 days per week
- Monday to Friday
- Hours can be allocated in a pattern agreed with the Vicar
- One-year fixed term in the first instance, with the possibility of extension
- One month probation period
- The role requires a Basic disclosure certificate from the Disclosure and Barring Service.
- Salary is based on National Living Wage and reviewed annually
- Pension Scheme contributions invited
- Entitled to statutory level of Annual Leave

### Description:

A highly professional Assistant is sought to provide comprehensive support to the Vicar of Saint Wilfrid Church, Bognor.

The right candidate will be a highly organised, adaptive person, with good IT skills and strong interpersonal, teamwork and management skills. They will provide a discreet, courteous, and efficient first point of contact for communication to the Vicar, showing sensitivity and tact. Additionally, they will ensure the Staff Team are supported and managed in their roles, to ensure the highest level of productivity, motivation, and morale.

The role lends itself to operating in a hybrid pattern of office- and home-based working. Whilst some home working is encouraged, there will need to be some fixed points of office-based contact throughout the working week.

### Responsibilities:

- Provide a discreet, courteous and timely first point of contact for all communication to the Vicar, showing sensitivity and tact
- Build understanding and effective relationships with Clergy (parochial and deanery), Staff Team, Church Wardens, PCC Members, Ministry Leads, Key Diocesan and Local School Leaders
- Alert the Vicar to emerging issues and work collaboratively in resolving these
- Receive and prioritise a wide range of enquiries by phone, email and post, drafting responses or redirecting/liaising with appropriate individuals
- Co-ordinate 'Life Events' (weddings, funerals, baptisms), from initial enquiry to post-ceremonial communication

- Manage the Vicar's diary in Outlook and liaise with appropriate individuals, as necessary
- Ensure the Vicar responds appropriately to various pastoral situations (home or hospital visit/scheduled phone call/small gift/card/meal)
- Collaborate with the Staff Team, providing additional support where necessary
- Attend and participate in regular staff gatherings
- Have the ability to 'look ahead' to future events and ensure that planning by the appropriate person is in progress
- Ensure the staff team are managed and supported well, through regular supervision, appraisal, and task audit.
- Ensure staff team are encouraged and motivated through scheduled team meetings (led by the Vicar), meals (hosted by the Vicar) and acts of gratitude (given on behalf of the Vicar)
- Adapt to aspects of the role, that may emerge as the role develops.

#### Person Specification:

- Prayerful; a seeker of Godly wisdom
- Friendly, warm, approachable, and empathetic
- Hope-filled, positive, and motivating, joyful in demeanour
- Trustworthy and respecting of confidentiality
- Self-aware
- Confident and resilient.

#### Skills and Experience:

- Professional experience and relevant qualifications and/or education to 'A' level.
- Good administrative and typing skills
- Proven organisational skills with attention to detail and accuracy, using initiative to plan and prioritise workload of the Vicar; determining which piece of work needs to be completed first and responding flexibly to circumstances
- Experience of working as a key member of a team demonstrating good interpersonal skills and a collaborative style of working
- Able to communicate effectively with a broad range of people, providing accurate and timely responses/advice
- Good written communication skills; able to articulate concepts accurately and succinctly
- Advanced IT skills, including knowledge of Microsoft Office: Word, Teams, Excel, Outlook and PowerPoint (preferably also with knowledge of Churchsuite, Squarespace, Mailchimp and Social Media applications)
- Experience of managing and motivating other people
- Experience of project management (to take the lead on 'Focus').

#### Application Process:

- Prospective applicants are invited to write a covering-letter to the Vicar outlining why they would like to apply for the position and what they feel qualifies them to do so
- A copy of your CV should be submitted, along with the contact details of two referees
- The role is subject to a standard Safer-recruitment process
- Interviews will be held at the candidate's earliest convenience
- Equality act occupational requirements are in place.