



Job description:

St Kea Church Leadership Assistant

Purpose of Job

1. Provide consistent support to the Vicar of St Kea, particularly in his role as Rural Dean (RD), and support the local missions of St Kea Church
2. Work alongside the St Kea Strategic Operations Manager to implement the mission vision within St Kea Church and across Truro
3. Assist the Vicar of St Kea (RD) and other CofE churches in Truro in developing communications, systems and events

Relationships

1. Line managed by St Kea Strategic Operations Manager (SOM)
2. Supported by RD, SOM,
3. With Ministry staff in the Truro churches, staff teams and volunteers
4. With Church Wardens and team leaders in St Kea

Main Responsibilities

PA Duties

1. Running the Vicar's diary to make most effective use of his time.
2. Enabling smooth and timely correspondence from the Vicar's office including emails, phone calls and other communications.
3. Arranging meetings (to include leaders/preachers, marriage preparation etc etc).
4. Any other reasonable duties as required to ensure the smooth running of the Church/Vicar's office.

Communications

1. Ensure the communications within the Truro and Powder churches are effective, both internally and externally.
2. Develop regular mission updates to enable all church members (in the Truro and Powder churches) to feel connected and involved in the mission
3. Produce documents/publications as required for effective communication within the Truro and Powder mission area (in consultation with the Line Manager).

4. Work with individual church employees, volunteers and ministers to maintain consistent communication channels. This may include attending or supporting individual PCCs to implement the vision

Events Management

1. Lead volunteers and other Truro and Powder churches staff in organising events and mission activities as directed by the RD

Terms and conditions

1. Permanent part-time, employed by St Kea Church PCC. There will be a three month probationary period.
2. Based in Kea Church Office but working flexibly across the Truro and Powder mission area.
3. Full terms and conditions are as per the St Kea Church Staff Handbook terms and conditions.
4. 10 hours per week across 3 days paid at £10 per hour (£5200 gross per annum). Hours will be set in consultation with Rural Dean and St Kea Strategic Operations Manager.
5. Leave based on 20 days pro rata plus Bank Holidays.

Person Description

1. Good office and administrative skills and experience.
2. Good working knowledge of all elements of MS Office (particularly Word, PowerPoint, Excel and Publisher).
3. Some computer graphics experience, to produce eye catching posters, flyers, leaflets and general publicity as directed by the Strategic Operations Manager.
4. Experience with on-line software and applications, for administrative support.
5. Previous success in working as a member of a team and in a professional environment.
6. Good interpersonal skills including verbal communication and an understanding of appropriate confidentiality.
7. Good organisational skills and timekeeping.
8. Honest and diligent.
9. Have an understanding and be sympathetic to the Christian ethos of the Church.