

Chanctonbury



*Services and
Leadership PA*

Full Time

JOB DESCRIPTION

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PURPOSE OF THE POST

To work within the administrative team at Chanctonbury Church to help fulfil the long term vision of God's Kingdom here by overseeing services logistics and Leadership PA needs.

MAIN RESPONSIBILITIES

- To lead in the weekly management of Sunday and mid-week services ensuring team organisation, schedule and communications are delivered with excellence.
- Creating and printing weekly service sheets, collating key pieces of information.
- Forming orders of service on ChurchSuite for Ashington, Washington and Buncton services.
- To work with the Office Administrator in the delivery of communications pertaining to Sunday Services.
- To work closely with the Events Coordinator in the facilitation of Sunday life events such as baptisms and dedications.
- To work closely with the Events Coordinator in the facilitation of special Sunday events such as Chanc As One services.
- To prepare reports on service statistics as needed by the Leadership Team and PCC.
- To assist with the management of all Sunday service budgets and invoicing needs.
- Working closely with the clergy to represent the church to the wider community in the facilitation of key church services such as Remembrance Day.
- To be an active staff member over our Easter and Christmas services, and to take part in other aspects of church life and ministry as requested from time to time.
- To provide regular and one-off administrative support to the Senior Management Team (Senior Leaders and Head of Operations) as needed.

JOB DESCRIPTION (cont)

- To minute-take at a variety of meetings, distribute minutes accordingly and understand and act appropriately with the confidential nature of certain meetings.
- To support the senior management team with expenses processing throughout the month, and in the filing of expenses at the end of each month in an accurate and timely manner.
- To facilitate the schedule management for the Senior Management Team ensuring calendars are kept up to date, adding and adjusting calendar entries as needed throughout each week, always keeping an eye ahead to future weeks ensuring a balanced working approach.
- To assist with phone call correspondence for the Senior Management Team wherever needed.
- To compile reports and presentations for the Senior Management Team for meetings as needed, ensuring good presentation and timely delivery.
- To assist the Senior Management Team in filing management to ensure documents are readily accessible at all times.
- To liaise with the Parish Safeguarding Officer in ensuring that safeguarding is carried out in line with our church's Safeguarding Policy Statement.

Chanctonbury Church are committed to safeguarding and promoting the welfare of children and young people.

APPLYING FOR THE ROLE

PLEASE SEND A CV AND COVER LETTER TO ANDREW WHITE, HEAD OF OPERATIONS:

andrew.white@chanctonbury.org.uk

Chanctonbury **CHURCH**

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